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ASIAN ART COMMISSION

AGENDAS AND MINUTES

1990 – 1991

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AGENDA

ASIAN ART COMMISSION

Tuesday, January 9, 1990 - 2:00 P.M.

Conference Room - Asian Art Museum

There will be an opportunity for public testimony before action is taken on any agenda item.

1. Call to Order

2. Approval of Minutes of November 7, 1989 Meeting

3. Chairman's Report

 a. Opening of Yani Exhibition at Nelson-Atkins Museum, Kansas City
 b. Staff Christmas Lunch - December 11, 1989
 c. Appointment of Commission Representative to Docent Council
 d. Other Informational Items

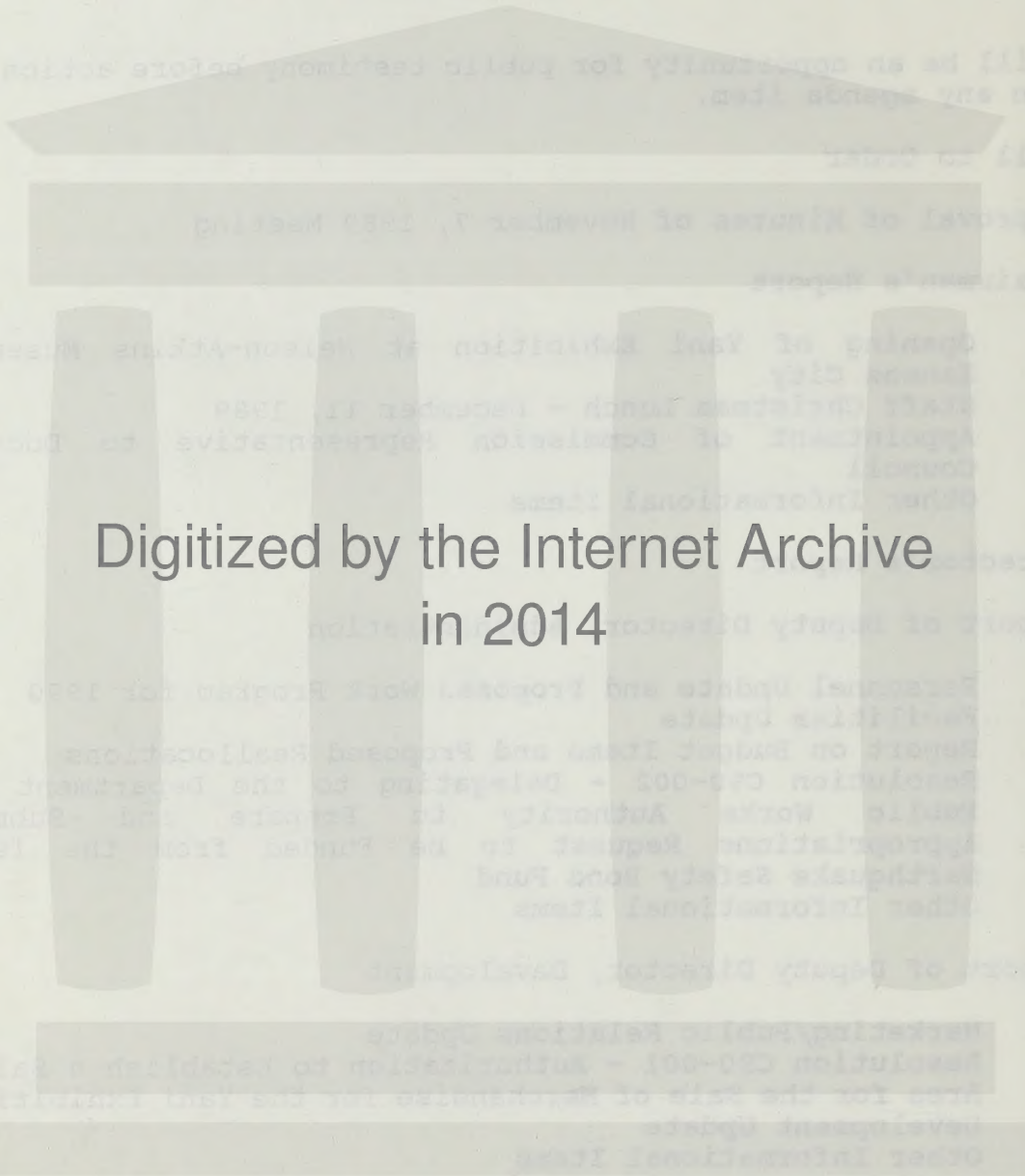
4. Director's Report

5. Report of Deputy Director, Administration

 a. Personnel Update and Proposed Work Program for 1990
 b. Facilities Update
 c. Report on Budget Items and Proposed Reallocations
 d. Resolution C90-002 - Delegating to the Department of Public Works Authority to Prepare and Submit Appropriations Request to be Funded from the 1989 Earthquake Safety Bond Fund
 e. Other Informational Items

6. Report of Deputy Director, Development

 a. Marketing/Public Relations Update
 Resolution C90-001 - Authorization to Establish a Sales Area for the Sale of Merchandise for the Yani Exhibition
 b. Development Update
 c. Other Informational Items



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7. Committee Reports

 a. Ad Hoc Preliminary Planning Committee: Workshop Proceedings
 b. Acquisitions and Loans Committee
 c. Connoisseurs Council
 d. Exhibitions Committee
 e. Korean Development Committee
 f. Marketing Committee
 g. Nominating Committee
 h. Public Programs Committee
 i. Other Committee Reports as Needed

8. Reports from Affiliated Groups:

 a. Asian Art Museum Foundation - Mrs. Brayton Wilbur, Jr.
 b. The Fine Arts Museums - Mrs. W. Robert Phillips
 c. The Museum Society - Mrs. John V. Erickson
 d. The Museum Society Auxiliary - Mrs. Nelson Barry
 e. The Society for Asian Art - Mrs. Neil D. Chaitin
 f. Docent Council - Mrs. Richard Covert

9. Public Comment

 At this time, members of the public are invited to address the Asian Art Commission on items within the subject matter jurisdiction of the Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

10. Adjournment

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ASIAN ART COMMISSION

Tuesday, January 9, 1990 - 2:00 P.M.

Conference Room - Asian Art Museum

PRESENT:

Chairman Presiding:	Mrs. Lewis Lowe
Vice Chairman:	John F. Williams
Treasurer:	Richard F. Shelton
Secretary:	Mrs. Hart H. Spiegel

Hatsuro Aizawa
Alexander D. Calhoun
Mrs. Daniel E. Chu
Mrs. Richard Dirickson, Jr.
Laura Enos
Warren W. Faus
Roger J. Fleischmann
Donald R. Meyer
Charles Hall Page
Mrs. Robert Seller
Anthony Sun
Mrs. Brayton Wilbur, Jr.

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ABSENT:

Brook H. Byers
Willard G. Clark
R. Gwin Follis
James M. Gerstley
Carl D. Gustavson
Thomas J. Klitgaard
Jong H. Lee
James E. O'Brien
Deepa Thomas
Dr. Haydn Williams

IN ATTENDANCE:

Mrs. Neil D. Chaitin, President, The Society for Asian Art
Mrs. Richard Covert, Chairman, Docent Council
Mrs. John V. Erickson, Chairman, The Museum Society

Rand Castile, Director
William Lacy, Architect Selection Consultant
Robert M. Lindquist, Deputy Director, Development
Judith L. Teichman, Deputy Director, Administration

Marlena Pena, Accounts Payable/Payroll Supervisor
Lilia Villanueva, Director, Public Relations/Marketing
Margaret S. Lindsay, Executive Secretary

CALL TO ORDER:

The meeting of the Asian Art Commission was called to order at 2:05 P.M. by Chairman Alice G. Lowe, a quorum being present.

APPROVAL OF MINUTES:

The minutes of the November 7, 1989 meeting, having been mailed to all present, were approved unanimously.

CHAIRMAN'S REPORT:

Mrs. Lowe reported that she and So Kam Ng, Associate Curator of Education, attended the recent opening of the Yani Exhibition at the Nelson-Atkins Museum in Kansas City. At that time, they met with senior members of United Technology Corporation, the sponsor of the exhibition. They also indicated, during their meeting with members of the Washington, D.C. Chinese Embassy, that Yani's visit to San Francisco in September had been extremely successful and that her attendance at the opening of our exhibition would provide a tremendous advantage.

She commented that the staff Christmas luncheon attended by a total of fifty was a great success, even though several members of staff had been committed to participate in an important earthquake seminar in Berkeley that same day.

Mrs. Lowe advised that Commissioner Warren Faus was recently appointed to represent the Commission on the Docent Council.

She reported that Deputy Director and Chief Curator Clarence Shangraw is recovering nicely from his recent major surgery and is expected to return to work shortly.

DIRECTOR'S REPORT:

Mr. Castile referred to a recent New York Times article featuring Curator of Korean Art Kumja Kim and invited Commissioners to read the report generated by the Getty Museum for the National Academy of Science on the consequences of the earthquake on the various Bay Area institutions. He advised that the Chronicle is planning a wrap-up on the earthquake and will stress in the articles how well prepared the Museums were. He emphasized that the Museum staff has been working very carefully with colleagues throughout California as well as Japan, Indonesia and other countries subject to severe earthquakes.

He remarked briefly about the planning workshop held during the previous weekend, stressing the importance of the process.

REPORT OF DEPUTY DIRECTOR, ADMINISTRATION:

a. **Personnel Update:**

Ms. Teichman called attention to the Personnel Update distributed prior to the meeting. She advised that a further draft of the Personnel Manual has been completed by Acting Personnel Officer, Mori Noguchi. After another round of review by senior staff, it will ready for review by Commissioners and staff.

b. **Facilities Report** - She reported that completion of the asbestos abatement program in the boiler room is now expected by January 16. The Magnin Room renovation will not be completed in time for the Yani exhibition because of problems with asbestos in the dust which has settled on the ceiling. The alternate plan is to move the Yani Exhibition into the Qing Galleries which would delay moving the Korean galleries until the fall and also delay moving the Development Department into the vacated Korean galleries. The alternate plan for this is to use the portion of the Korean galleries currently used for storage for an alternate conference room or volunteer work site and for the Development Department to relocate into the Commission conference room until construction can begin in the fall.

c. **Resolution C90-002** - After discussion, the following resolution was approved:

RESOLUTION C90-002

1989 Earthquake Safety Bond Fund

WHEREAS, The 1989 Earthquake Safety Program Fund was conceived by the Department of Public Works to retrofit public buildings for seismic, asbestos and various building code requirements; and

WHEREAS, The Department of Public Works has the expertise in retrofiting our public buildings in conformity with seismic, asbestos and various building code requirements; now, therefore be it

RESOLVED, That the Asian Art Commission delegates to the Department of Public Works authority to request a supplemental appropriation to be funded from the 1989 Earthquake Safety Bond Fund for a seismic strengthening and asbestos abatement study of the existing main public library building to bring it in conformity with seismic, asbestos and various building code requirements; and be it further

RESOLVED, That the Department of Public Works coordinate with the Asian Art Commission in the scheduling of the project.

d. **Draft for Discussion Only - Proposed Resolution for Adoption by the Board of Supervisors** - A proposed resolution for adoption by the Board of Supervisors was presented for discussion. The proposed resolution would approve in principle the intent to transfer the jurisdiction of the existing main library site from the Library Commission to the Asian Art Commission upon relocation of the Library to Marshall Square. It is felt that a resolution summarizing the evolution of the plan to move the Museum to the Civic Center site will be useful in fund-raising. Ms. Teichman pointed out that to a large extent the City became committed to the transfer of jurisdiction to the Asian Art Museum when the official ballot argument in support of the Bond Issue for the

new library described the reuse of the library building by the Asian Art Museum. Suggestions regarding the preliminary draft were requested; it is anticipated that a final version will be submitted to the Executive Committee for consideration at the February meeting.

REPORT OF DEPUTY DIRECTOR, DEVELOPMENT:

Mr. Lindquist provided background information with regard to the proposed establishment of an area for the sale of merchandise in connection with the Yani Exhibition. He then presented the following resolution which was approved unanimously after discussion.

RESOLUTION C90-001

Authorization to Establish a Sales Area for the Sale of Merchandise for the Yani Exhibition

WHEREAS, The Yani Exhibition attracted over 400,000 patrons during its run at the Sackler and is proving to be equally popular at its present venue, the Nelson-Atkins Gallery; and

WHEREAS, It is anticipated that the Yani Exhibition, scheduled to open at the Asian Art Museum in March and continue into the month of July, will also be a very popular show since the school tours for the four months have already been completely sold out; and

WHEREAS, Based on this expectation, staff believes it would be appropriate to establish a small sales area at the end of the Chinese galleries where items associated with the exhibition such as posters, catalogues, note cards, post cards, books, etc. could be sold; and

WHEREAS, An undertaking such as this would afford an excellent opportunity to acquire valuable merchandising experience; and

WHEREAS, Staff is preparing an appropriate budget and income projection (which will be available for distribution at the meeting); now, therefore, be it

RESOLVED, That the budget and income projections prepared are approved and staff is hereby authorized to establish the sales area; and be it

FURTHER RESOLVED, That authorization is granted for the order of 2,000 catalogues with the option to reorder another 1,000 if the sale of the original 2,000 proves to be favorable; the order of 5,000 posters; and the designation of an amount up to $3,000 for postcards and other miscellaneous merchandise; and be it

FURTHER RESOLVED, That, subject to the Foundation's approval, the Foundation will advance funds from the General Operating Account to facilitate the purchase of merchandise and the establishment of the exhibition sales area.

It was suggested by Mrs. Erickson that consideration be given to the immediate placement of the catalogues on consignment with Books, Inc. and other book stores.

Development Update

Mr. Lindquist commented briefly on the various aspects of his written development report including funds raised to date versus budget; funds raised for the planning process for the new Museum; and the status of major outstanding requests. The report is filed with these minutes.

He advised that an Individual Gifts Committee is being formed and a staff person will be hired to manage that effort. Also under consideration is a telemarketing program of some sort and the expansion of the Corporate Gifts Committee.

Mrs. Wilbur at that time presented an update on the status of corporate underwriting which at present stands at $60,000, table sales, individual ticket sales, etc. for the Odyssey event.

COMMITTEE REPORTS:

a. **Ad Hoc Preliminary Planning Committee** - Mrs. Lowe introduced Mr. Bill Lacy, Architectural Selection Consultant who commented that his participation in the workshop and visit to the main library building were rewarding experiences and will be helpful in his efforts to find the architect who has the most suitable abilities, skills and talents for the project.

Committee Chairman John Williams spoke of the first workshop held four years ago at which it was decided to place the proper emphasis on the Museum's image in terms of the overall mission of the Museum to be recognized as the center for Asian art and culture. The second workshop formalized that decision with the determination to relocate the Museum to a location that would allow achievement of that goal, the main public library building at Civic Center. The successful bond issue followed.

The purpose of the most recent workshop was to begin to establish how to handle the details of accomplishing this move to Civic Center. The workshop allowed Commissioners and Trustees to learn about the various aspects of the operating side of the museum and amplified the most critical aspects of the planning process--learning how to better communicate regarding an extremely complicated project. He thanked those members of the Commission who attended.

An aspect not addressed at the workshop was the subject of the collection because of the absence of Chief Curator Clarence Shangraw. This topic will be addressed in a separate full afternoon meeting on February 5 to which anyone interested is invited.

The subject of the next workshop scheduled for May will be the plan for funding the move to Civic Center.

b. **Acquisitions and Loans Committee** - There was no report from the Acquisitions and Loans Committee.

c. **Connoisseurs Council** - There was no report from the Connoisseurs Council.

d. **Exhibitions Committee** - Mrs. Spiegel advised that the Committee will meet next on January 16.

e. **Korean Development Committee** - Mrs. Lowe and Mr. Lindquist will meet with Chairman Jong Lee next week to discuss planning.

f. **Public Programs Committee** - Mr. Faus commented that the New Year's ringing of the great bell attracted about 300 people and this event was covered by all the major networks. He called attention to the fact that the February edition of Art News, a major art magazine, will have a feature article on our Education/Outreach Department. He advised that the department has 86 public events on the calendar from January thru October and in February many events will center around the Festival of Tet to which all Commissioners are invited. The Committee will meet next month.

Community Outreach Subgroup - Ms. Enos advised that the group will get together later this evening.

REPORTS FROM AFFILIATED GROUPS:

a. **Asian Art Museum Foundation** - Mrs. Wilbur stated her report on Odyssey was covered previously in the meeting; however, names and addresses of persons who might attend Odyssey were requested. She also requested suggestions regarding the expansion of the Foundation.

b. **The Fine Arts Museums of San Francisco** - There was no report from the Fine Arts Museums.

c. **The Museum Society** - Mrs. Erickson advised that The Museum Society conducted a large membership solicitation in November, the results of which were not as satisfying as hoped due to the earthquake. Another drive will commence at the end of the month. The Society is in the process of putting the finishing touches on an Easter event. She also spoke briefly on the subject of marketing exhibitions as mini-blockbusters.

d. **The Museum Society Auxiliary** - There was no report from The Museum Society Auxiliary.

e. **The Society for Asian Art** - There was no report from the Society for Asian Art.

f. **Docent Council** - Mrs. Covert expressed appreciation that the Docent Council had been included in the recent Planning Workshop and spoke of the great interest on the part of the Docents in anticipation of the Yani Exhibition.

List of Proposed Museum Visits

Ms. Teichman asked everyone to take and review the List of Proposed Museum Visits.

PUBLIC COMMENT:

At this time, members of the public were invited to address the Commission on items within the subject matter jurisdication of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total Testimony to thirty minutes.

There was no public comment at this time.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 3:20 P.M.

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AGENDA

ASIAN ART COMMISSION

Tuesday, March 6, 1990 - 2:00 P.M.

Conference Room - Asian Art Museum

There will be an opportunity for public testimony before action is taken on any agenda item.

1. Call to Order

2. Approval of Minutes of January 9, 1990 Meeting

3. Chairman's Report

 a. 25th Anniversary Committee
 b. All Commissioners Reception March 28 at Asian Art Museum
 c. Other Informational Items

4. Director's Report

5. Report of Deputy Director, Administration

 a. Personnel Update
 b. Facilities Update
 c. Report on Budget Items and Proposed Reallocations
 d. Resolution C90-020, Ratification of City Budget Submittal
 e. Other Informational Items

6. Report of Deputy Director and Chief Curator

7. Report of Deputy Director, Development

 a. Marketing/Public Relations Update
 b. Development Update

8. Committee Reports

 a. Ad Hoc Preliminary Planning Committee
 b. Acquisitions and Loans Committee
 c. Connoisseurs Council
 d. Exhibitions Committee
 e. Korean Development Committee
 f. Marketing Committee

g. Nominating Committee
h. Public Programs Committee
i. Other Committee Reports as Needed

9. Reports from Affiliated Groups:

a. Asian Art Museum Foundation - Mrs. Brayton Wilbur, Jr.
b. The Fine Arts Museums - Mrs. W. Robert Phillips
c. The Museum Society - Mrs. John V. Erickson
d. The Museum Society Auxiliary - Mrs. Nelson Barry
e. The Society for Asian Art - Mrs. Neil D. Chaitin
f. Docent Council - Mrs. Richard Covert

10. Public Comment

At this time, members of the public are invited to address the Asian Art Commission on items within the subject matter jurisdiction of the Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

11. Adjournment

TO : Judith L. Teichman
Deputy Director, Administration

FROM : Mori Noguchi
Acting Personnel Off9icer

SUBJECT : Personnel Update

DATE : February 26, 1990

EXHIBITIONS AND PREPARATION DEPARTMENT

The Civil Service Examination Division has closed the receipt of applications for the Museum Preparator and Principal Museum Preparator examinations. The resumes have been reviewed and the conducting and evaluating of interviews are expected to be completed by the end of March with appointments possible by early April. In the meanwhile, Al Barna and John O'Neil are filling in the Preparator positions on a temporary basis.

We have been receiving resumes in response to our advertisement for the Mountmaker/Preparator position which is being funded by an NEH grant. The review of the resumes should be completed before the 10th of March and the most promising applicants will be invited to a personal interview with a review of their portfolios before the end of March.

DEVELOPMENT DEPARTMENT

With the completion of the selection process, Helen B. Strate was selected as the Development Officer for Individual Gifts in the Development Department. Ms. Strate is to start her duties as of March 1, 1990.

Beth Winters was selected from a group of applicants to serve as in the position of Secretary I in the Development Department. Beth started her employment with us effective February 25.

REGISTRATION

The new position of Senior Museum Registrar is scheduled to be funded in the 1989-90 budget effective June of this year. Since the examination has been completed and the AAM has made their selection from the eligible list, discussions are being held with City Hall inquiring about the possibility of hiring the person earlier than June using our accumulated salary savings.

ADMINISTRATION DEPARTMENT

The examination process was completed and Ruby Henderson was chosen to fill the position of Secretary II in the central Administration Department. Ruby started her assignment on February 1. With the appointment of Ruby, the clerical support group seems to be stabilizing and clerical assignments can be made on a more permanent basis.

Planning Assistant Morgan Dudley has completed her temporary assignment with us and left our employment cob February 23. In her place serving in the same temporary capacity, we have secured Jennifer Vickers. Jennifer brings with her some experience with the New York Metropolitan Museum.

Volunteer Bill Wahrhaftig is currently scheduling interviews and the selection process for the Personnel Officer should be completed by the middle of March. The position is temporarily being filled by Mori Noguchi.

GENERAL PERSONNEL ADMINISTRATION

Director Rand Castile has scheduled a meeting of the staff on Friday, March 2 to kick off the Performance Evaluation Program for all employees of the Asian Art Museum. Commission President Alice Lowe will be on hand at the meeting while the Management Development staff of the Civil Service Commission will briefly explain the program and the planned timetable.

ASIAN ART MUSEUM
OF SAN FRANCISCO

February 26, 1990

MEMORANDUM

TO: Judy Teichman, Deputy Director

FROM: Sherin S. Cole

SUBJECT: Facilities Report

GLASS DOORS

I will be meeting this week with Mary Griffin to develop a recommendation for adding our logo to the glass doors for safety purposes.

HVAC

The Contractor will be testing the boiler this week, indicating the project is close to completion.

EXHAUST FUME HOOD

The project is complete and operational.

EARTHQUAKE DAMAGES

We are still awaiting delivery of the entry tile for Gruhn Court. Material Safety Data Sheets (MSDS's) have been ordered to identify any toxins in the sealant to be used in Art Storage.

MAGNIN ROOM

The results of the bulk sampling for asbestos in the dry wall ceiling material are negative, allowing removal of the ceiling after asbestos vacuuming is completed. The work plan to complete asbestos vacuuming has been forwarded to the City for bid purposes. Mary Griffin is in the process of detailing plans for the renovation of the space after the vacuuming is completed.

THE AVERY BRUNDAGE
COLLECTION

GOLDEN GATE PARK
SAN FRANCISCO
CALIFORNIA 94118
CABLE ASIANART
FAX 415.668.8928

CONFERENCE ROOM/CLASSROOM

The room is near completion--paint should be complete this week, followed by carpet and door hardware.

NEW SECOND FLOOR OFFICES

The carpet is scheduled for Tuesday, February 27th, followed by door hardware. The panel system will be installed on Friday, March 2nd and the Development Staff will move into their new space on Monday, March 5th.

Development Report: Funds Raised 2/27/90

	Revised Budget FY 89-90	Raised thru 10/31/89	Raised between 11/1-2/27	Total Raised To-Date	Left to Raise by 6/30/90
I. Unrestricted					
Annual Fund					
Individuals	$420,915	61,951	94,386	156,337	264,578
Corporations	68,200	3,500	21,000	24,500	43,700
Gruhn Court Rent	41,900	8,700	20,225	28,925	12,975
Total	531,015	74,151	135,611	209,762	321,253
II. Odyssey					
		tickets (cash in hand)		113,350	
		commitments		24,600	
		underwriting		80,500	
				218,450	
III. Restricted					
Planning	668,400*	0	676,750	676,750	(8,350)
CA Arts Council	103,995	103,995	0	103,995	0
CAC 88-89	9,328	1,700	0	1,700	7,628
IV. Exhibitions					
Osher Matching				50,000	
NEA (Qing & Women)				30,000	
NEA (reinstall Korea)				38,500	
United Technologies (Yani)				40,000	

Development Report
Major Requests Outstanding 2/27/90

	Contact	Date Req.	Amount Req.	Status
Odyssey	Cartier	10/4/89		gave press party
	Duty Free	10/24/89	100,000	$25,000 pledged
	Chevron	11/20/89	25,000	$ 5,000 awarded
	Gap	11/27/89	fabric	fabric anticipated
	Potlatch	11/27/89	25,000	denied
	Gumps	11/28/89	100,000	denied
	SimpsonPaper	11/30/89	paper	denied
	Ch.Schwab	12/12/89	25,000	$12,500 rec'd
	Franklin	12/14/89	25,000	$12,500 rec'd
	Brit.Motor	12/15/89	10,000	denied
	Fleishman	12/19/89	10,000	$10,000 received
	M/Foerster	12/19/89	25,000	denied
	L.N.Laine	1/10/90	7,500	7,500 rec'd
	Sec.Pacific	1/15/90	12,500	5,000 rec'd
Exhibitions	Sec.Pacific	8/11/89	35,000	denied
	B.Osher	10/16/89	350,000	$50,000 granted
	L.N.Laine	11/17/89	25,000	pending
	Unocal	12/14/89	500,000	pending
	U.Technol.	12/15/89	40,000	awarded
	W&E Haas	1/2/90	5,000	denied
	United Air	2/1/90	tickets	pending
	BankOrient	2/20/90	100,000	pending
Planning	W&E Haas	8/23/89	250,000	resubmt'd 2/12
	SF Fdn.	9/29/89	175,000	awarded
	Packard	11/28/89	150,000	denied
	A.Getty	12/12/89	25,000	pending
	P.McBean	11/28/89	25,000	pending
	Shaklee	1/31/90	100,000	pending
Earthquake	NEH	11/20/89	23,000	awarded
	Sotheby's	11/20/89	10,000	awarded
	Art Recovery	1/5/90	5,000	$3500 awarded
General	IMS	11/17/89	75,000	pending
	FiremansFund	12/7/89		$3000 rec'd
	Chevron	12/7/89		$5000 rec'd
	Union Bnk.	12/7/89		$3000 rec'd
	LeviStrauss	1/9/90		$2000 rec'd
	BankAmerica	1/9/90		$5000 rec'd
	Getty	1/22/90	34,000	pending
	Potlatch	11/30/89		$1000 rec'd

ASIAN ART COMMISSION

March 6, 1990

The Minutes of this meeting are missing.

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AGENDA

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ASIAN ART COMMISSION

Tuesday, May 1, 1990 - 2:00 P.M.

Conference Room - Asian Art Museum

There will be an opportunity for public testimony before action is taken on any agenda item.

1. Call to Order

2. a. Approval of Minutes of January 9, 1990 Meeting
 b. No Quorum - March 6, 1990 Meeting

3. Chairman's Report

 a. Resolution C90-022 - Resolution of Appreciation - Judith F. Wilbur
 b. Odyssey Report
 c. 25th Anniversary
 d. Museum Trustees Association Conference - Chicago - May 7, 8, 1990
 e. Other Informational Items

4. Director's Report

5. Report of Deputy Director, Administration

 a. Personnel Update
 Resolution C90-023 - Authorization to Hire Accounting and Clerical Personnel

 b. Facilities Update

 c. Report on Budget Items and Proposed Reallocations

 e. Other Informational Items

6. Report of Deputy Director and Chief Curator

7. Report of Deputy Director for Development and Public Relations

8. Committee Reports

a. Ad Hoc Preliminary Planning Committee

b. Acquisitions and Loans Committee

(1) Resolution C90-024 - Objects Recommended for Acquisition
(2) Resolution C90-025 - Gifts Recommended for Acquisition
(3) Resolution C90-026 - Gifts Recommended for Study Collection
(4) Resolution C90-027 - Acquisition with Restricted Funds
(5) Resolution C90-028 - Acceptance of Bequest
(6) Resolution C90-029 - Approval of Loan No. 88-06 - Fine Arts Museums of San Francisco
(7) Resolution C90-030 - Approval of Loan No. 90-01 - The National Gallery
(8) Resolution C90-031 - Approval of Loan No. 90-02 - San Antonio Museum

c. Connoisseurs Council

d. Exhibitions Committee

Resolution C90-032 - Authorization to Include Bada Shanren Exhibition Budget in Museum Budget for 1990-91 and Advance $20,000 to Yale University Art Gallery

e. Korean Development Committee

f. Marketing Committee

g. Nominating Committee - Consideration of Nominations to the Commission:

Mrs. Theodore Lee (Doris)
J. Sanford Miller

h. Public Programs Committee

i. Other Committee Reports as Needed

9. Reports from Affiliated Groups:

 a. Asian Art Museum Foundation
 b. The Fine Arts Museums - Mrs. W. Robert Phillips
 c. The Museum Society - Mrs. John V. Erickson
 d. The Museum Society Auxiliary - Mrs. Nelson Barry
 e. The Society for Asian Art - Mrs. Louis Handelman
 f. Docent Council - Mrs. Richard Covert

10. Public Comment

 At this time, members of the public are invited to address the Asian Art Commission on items within the subject matter jurisdiction of the Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

11. Adjournment

ASIAN ART COMMISSION

RESOLUTION C90-022

Resolution of Appreciation - Judith F. Wilbur

WHEREAS, Judith F. Wilbur on April 3, 1990, after many years of dedicated service to the Asian Art Museum, the Asian Art Commission and the Asian Art Museum Foundation in various roles as Chairman, Trustee, and Commissioner, submitted her resignation as Chairman of the Foundation due to the prolonged illness of her father and the press of family business; and

WHEREAS, Mrs. Wilbur has worked tirelessly and successfully to promote the advancement of the Asian Art Museum, the Asian Art Museum Foundation and the Asian Art Commission, earning the respect and esteem of her associates; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby expresses its sincerest gratitude and appreciation to Mrs. Wilbur for her dedication to the Museum throughout many years and wholeheartedly extends to her the friendship of her colleagues on the Commission.

May 1, 1990

TO : Judith L. Teichman
Deputy Director for Administration

FROM : Mori Noguchi
Acting Personnel Officer

SUBJECT : Personnel Update

DATE : April 23, 1990

EXHIBITIONS AND PREPARATIONS DEPARTMENT

The Civil Service Examination Division has completed their examination process for the Museum Preparator and Principal Museum Preparator positions. Of the four eligibles on the Principal list, the Department has interviewed the top three and a selection will be made very soon. The oral interviews for the Preparator position were held last week and an eligible list will be posted soon. Al Barna and John O'Neil are temporarily filling in as Museum Preparators pending the completion of the examination.

The resumes received for the Mountmaker position have been reviewed and notices will be mailed soon to the applicants with qualifications best suited to fit our needs. The notices will make the applicants aware that the NEH funding is only sufficient to pay the salary for one year. I understand that we would like to continue the position, but funding beyond that one year period is still questionable. Because of these circumstances, we may have some difficulty securing the best qualified candidate to fill the position. According to our best estimates, the new Mountmaker shop area will be ready for remodeling sometime during the month of August.

A request has been made to update the Foundation funded position of Museum Preparator to include the duties involved in the designing of installations. This work has been done in the past by the incumbent and he is continuing to perform this function. It is felt that the salary for this Preparator/Designer position deserves to be increased above the rate paid to Museum Preparators to properly reflect the additional duties and responsibilities.

DEVELOPMENT DEPARTMENT

Resumes have been received from 65 prospective applicants for the position of Assistant to the Deputy Director for Development/Corporate and Foundation Relations. The resumes have been reviewed and nine of the candidates are being given their preliminary interview today. Arrangements for the top three candidates to have their final interview with the Deputy Director for Development will be made later this week.

ADMINISTRATION DEPARTMENT

The interviews have been completed for the Personnel Officer position. The top candidates are to be invited for a final interview with the Deputy Director for Administration who will make the ultimate selection. The position is temporarily being filled by Mori Noguchi.

The situation with the clerical support group is now beginning to stabilize. Three of the four staff members of the group have submitted a summary of their duties and estimated time required to perform these duties subsequent to my request. When the fourth one is received, we will be able to allocate duties and responsbilities in a systematic manner so that the support group could function more efficiently and cohesively as a unit.

Reisa Elmore would like to revert to her 4 hours per day assignment and we will be looking for another person to help with the telephone switchboard for the other 4 hours per day, 5 days per week.

EDUCATION DEPARTMENT

With the very popular Yani Exhibit the Education Department finds that they need more temporary help to accomodate the schools and the large number of children who are attending the exhibit. Arrangments are being made to interview and hire these temporary part time helpers.

GENERAL PERSONNEL ADMINISTRATION

Suggestions on how to improve the Employee Handbook have been received from some members of the Commission. The Handbook is being amended to accomodate some of the suggestions. An attorney versed in labor law and employee handbooks representing the law firm of Graham and James has agreed to review the handbook and offer suggestions pro bono.

The next step in the Performance Evaluation Program is for the Director to evaluate the performance of the three Deputy Directors. This must be arranged despite the busy schedules of these top administrators. Once we get past this step, we can systematically move down through the ranks of the balance of the staff.

ASIAN ART COMMISSION

RESOLUTION C90-023

Authorization to Hire Accounting and Clerical Personnel

WHEREAS, The Museum's budget and staff have doubled since September 1986 and related accounting/financial transactions have increased fourfold, but there has been no increases in accounting staff and it is impossible for the Accounting Department at the current staffing level to process this increased workload in a timely manner; and

WHEREAS, The Foundation's auditors in their management letter of December 16, 1989 noted that the Controller and other accounting staff members perform tasks which are not conducive to proper segregation of duties within the internal control environment and that the Controller and Assistant Controller are more involved in the details of transactions than is optimal; and

WHEREAS, As the staff member primarily responsible for processing cash receipts, the Assistant Controller is spending a disproportionate amount of time handling cash receipts and other accounting clerk duties, preventing him from the supervision of the day-to-day operations as his position dictates; and

WHEREAS, Because of the need to serve as a backup to the Assistant Controller, the Controller is also prevented from carrying on the duties of her position which include research associated with the long-range planning process; and

WHEREAS, The Acting Personnel Officer has advised that many of the duties now performed by him could be performed by a clerical/secretarial level employee, thereby using his time more efficiently, eventually making it possible to reduce the number of hours per week required of the Personnel Officer; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby authorizes the hiring of an Accounts Receivable Bookkeeper, to be effective June 1, 1990, at an annual salary and fringe benefit level not to exceed $35,000; and be it

FURTHER RESOLVED, That a high priority should be given in preparing the Museum's operating budget for fiscal 1990-91 to adding payroll support and secretarial support to assist the Personnel Department, and Commission secretary as well as the Accounting Department.

May 1, 1990

ASIAN ART MUSEUM OF SAN FRANCISCO
THE AVERY BRUNDAGE COLLECTION
GOLDEN GATE PARK, SAN FRANCISCO, CALIFORNIA 94118-4598

April 23, 1990

MEMORANDUM

TO: Judith Teichman, Deputy Director

FROM: Sherin S. Cole, Operations Coordinator

SUBJECT: Facilities Report

GLASS DOORS

Awaiting design of logo for the glass doors.

HVAC

Unfortunately, the "bugs" are still being worked out of the system. As the project was to be complete March 1st, the construction inspector called a meeting April 18th to help solve the problems. Our building engineer will be working directly with the contractor to bring this project to completion.

EARTHQUAKE DAMAGES

The caulking and painting of the outside of the building (rear) will begin this week. Material Safety Data Sheets (MSDS's) for sealant and entry tile are still outstanding.

MAGNIN ROOM

Plans have been received from the Architect. Plans from DPW for the mechanical system are due April 24th. Proposal from Balliet is due today and will be forwarded.

ADDITIONAL SECOND FLOOR OFFICES

Preliminary plans from the Architect were faxed today. They have been forwarded to Bob and Judy for their direction.

MISCELLANEOUS PROJECTS

DPW's painting department has completed the entrance to the Trustee's Auditorium, the Projection Room, Caterer's hallway, SoKam's office, Sherin's office, and Judy's office. In addition he is in process of completing Aislinn's office and currently working on the lower level hallway.

Development Report: Funds Raised 4/23/90

I. Unrestricted

	Revised Budget FY 89-90	Raised 7/1/89 - 3/26/90	Raised 3/27 - 4/23/90	Total Raised To-Date	Left to Raise by 6/30/90
Annual Fund					
Individuals	$420,915	269,919	7,525.*	276,444.	144,471.
Corporations	68,200	29,800	5,300.	35,100.	33,100.
Gruhn Court Rent	41,900	34,075	2,050.	36,125.	5,775.
Total	531,015	338,856	14,875.	348,669.	182,346.

*(plus 50 shares of Tandem stock, value to be determined)

II. Odyssey

tickets sales	151,400.00
underwriting	90,500.00
total expenses	130,932.53
total profit	110,967.47

III. Restricted - Projects

	Revised Budget FY 89-90	Raised 7/1/89 - 3/26/90	Raised 3/27 - 4/15/90	Total Raised To-Date	Left to Raise by 6/30/90
NEA - Qing/Women		30,000		30,000	
NEA - Korea Reinst.		38,500		38,500	
CAC - (Educ., G.O.S., Outreach)		103,995		103,995	
S.A.A. - Qing			5,000	5,000	
United Tech. - Yani		30,000			
Osher Found. - Exhib. Matching		50,000		50,000	
NEH - Mountmaker			23,000	23,000	
Ca. Council/Humanities - Film Series			1,500		

Sotheby's - Earthquake Relief		10,000	10,000
Arts Recovery Fund - Earthquake Relief		3,558	3,558
Wells Fargo - S.E. Asia, Outreach	15,000		15,000

ASIAN ART COMMISSION

RESOLUTION C90-024

Objects Recommended for Acquisition

WHEREAS, The following objects were fully researched by the Curators and Conservators, and

WHEREAS, The Director and the Chief Curator recommend that these objects be acquired for the permanent collection; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of April 17, 1990 recommended that the Asian Art Commission accept these objects for acquisition, subject to the availability of funding:

Southeast Asia

R1989.98.6 Seated Buddha on lion throne Srivijaya, 10-11th C.	Dealer: Biancardi
R1989.98.7 Seated Vajrasattva 9th-10th C. South Thailand	Dealer: Biancardi
R1989.98.8 Standing Maitreya Bronze, silver content Srivijaya, 8th-9th C.	Dealer: Biancardi

Near East

R1990.6 Calligraphy Colors and gold illumination on paper Turkey	Dealer: Ahuan Ltd.

Korea

R1990.12.1-.17 Stoneware from Three Kingdoms - Unified Silla	Offered by: A. Mctaggart
Mounted cup and cover Tall stemmed cup and cover Mounted cup and cover	

Covered bowl on stem
Globular pot with stem
Ribbed bottle with cover
Flat-sided ovoid jar
Ho-shaped jar
Ovoid jar with flared neck
Covered box
Red clay jar
Tall pottery stand
Globular jar
Mug with handle
Mounted round jar
Large covered bowl
Ovoid jar with neck

Japan

R1990.8 — Dealer: Yanagi, T.
Jar
Unglazed pottery
Kamakura period

India/Himalayas

R1990.4.1 — Dealer: Rabier
Gold hair ornament
19th C.
India

R1990.4.3 — Dealer: Rabier
Pair of gold earrings
19th C.
India

R1990.4.4 — Dealer: Rabier
Gold necklace with rubies
19th C.
India

R1990.4.8 — Dealer: Rabier
Axe
Bronze Age
India

Asian Art Commission
Resolution C90-024
May 1, 1990

China

R1990.9 Lady's Overdress Embroidered silk Ming Dynasty	Dealer: Hentell, Ltd.
R1990.13 Bowl Carved guri lacquer with silver foil interior 14th C.	Dealer: Singer, J.

Now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the above objects for acquisition, subject to the availability of funding.

May 1, 1990

ASIAN ART COMMISSION

RESOLUTION C90-025

Gifts Recommended for Acquisition

WHEREAS, The following objects have been offered as gifts to the Asian Art Museum; and

WHEREAS, The following objects were fully researched by the Curators and the Conservators; and

WHEREAS, The Director and the Chief Curator recommend that these objects be accessioned into the permanent collection; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of April 17, 1990 recommended that the Asian Art Commission approve the following objects for accession with thanks to the donors:

Southeast Asia

R1990.2.1
Bird
Glazed pottery
Sawankhalok
15th-16th C.
Thailand

Donor:
Marjorie Seller

R1990.2.2
Seated man
Glazed pottery
Sawankhalok
15th-16th C.
Thailand

Donor:
Marjorie Seller

R1990.2.3
Woman holding a baby
Glazed pottery
Sawankhalok
15th-16th C.
Thailand

Donor:
Marjorie Seller

Japan

R1989.93.3
Woodblock print
"Nagajuban"
by Hashiguchi Goyo
Dated: Taisho 9 (1920),
5th month

Donor:
Patricia Williamson

R1990.93.4-.10 Woodblock prints by Torii Kotondo (1900-1977) .4 - "A Beauty Beneath a Mosquito Net" .5 - "A Woman at Her Toilet" .6 - "Snow" .7 - "Nagajuban" .8 - "Yuge" .9 - "Woman at Her Toilet" .10- "Obi"	Donor: Patricia Williamson
R1990.17.2 Hanging scroll Landscape by Hyakusen Early 18th C.	Donor: Richard Hahn

China

R1989.77 Painting "Impressions of San Francisco Zoo" 1989 Wang Yani	Donor: Wang Yani
R1990.3 Painting "Strange Rock" by Tseng Yu-ho (Betty Ecke) dated 1958	Donor: Mrs. Robert P. Luthy
R1990.17.1 Hanging scroll "Silk Gourds" by Wu Chang Shuo Late 19th C.-Early 20th C.	Donor: Richard Hahn

Now, therefore, be it

RESOLVED, That the Asian Art Commission accepts the above objects for accession into the collection with thanks to the donors.

May 1, 1990

ASIAN ART COMMISSION

RESOLUTION C90-026

Gifts Recommended for Study Collection

WHEREAS, The Asian Art Museum has been offered gifts that are not suitable for display; and

WHEREAS, The Curators in charge have determined that these objects have value for research purposes; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of April 17, 1990 recommended that the Asian Art Commission approve the acceptance of the following objects into the study collection:

Korea

R1990.11 Chest Lacquer with Mother of Pearl inlay 19th C.	Donor: Adams, J. Corrales, N. M.

China

R1990.18.1.-.3 Three jades in archaic shapes Modern	Donor: Mrs. D. McAllister

Now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves acceptance of the above objects into the study collection.

May 1, 1990

ASIAN ART COMMISSION

RESOLUTION C90-027

Acquisition with Restricted Funds

WHEREAS, The Acquisitions and Loans Committee at its meeting of April 17, 1990 recommended that acquisition of the following object with restricted funds be confirmed:

R1990.24 Dingyao Bowl Porcelain 10th-11th C. China	Funding: James Medley Memorial Fund

Now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves acquisition of the above object with restricted funds.

May 1, 1990

ASIAN ART COMMISSION

RESOLUTION C90-028

Acceptance of Bequest

WHEREAS, The estate of Jefferson Peyser has bequeathed to the Asian Art Museum a collection of 15 jades, and

WHEREAS, The Chief Curator has determined that one (1) jade is of museum quality, and

WHEREAS, The remaining 14 jades can be transferred to the Asian Art Museum Foundation and sold, with the funds used exclusively for acquisitions; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of April 17, 1990 recommended that the Asian Art Commission accept this bequest with the following jade being accessioned into the permanent collection and the remaining ten jade pieces being held by the Asian Art Museum Foundation for future sale:

R1990.26
Cylindrical cup
Nephrite
19th C.
China

Now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the acceptance of the Jefferson Peyser bequest and the acceptance of the above jade into the permanent collection and the remaining ten jade pieces being held by the Asian Art Museum Foundation for future sale.

May 1, 1990

ASIAN ART COMMISSION

RESOLUTION C90-029

Approval of Loan No. 88-06
Fine Arts Museums of San Francisco

WHEREAS, The Fine Arts Museum of San Francisco has had a renewable loan of Near Eastern ceramics (see attachment #1) from the Asian Art Museum since 1988, and

WHEREAS, The loan has expired and the Fine Arts Museum wishes to extend the loan; and

WHEREAS, The Curator-in-Charge and Head Conservator have determined that this extension would not be harmful to the condition of these objects; and

WHEREAS, The Director and Chief Curator recommend the extension of this loan; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of April 17, 1990 recommended approval of the extension of this loan for one year; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves extension of Loan No. 88.06 to the Fine Arts Museums of San Francisco.

May 1, 1990

OUTGOING LOAN

ATTACHMENT # 1

Date of Report: 07/13/89
Page: 1

Number: 88.06
Title: ANCIENT MIDDLE EASTERN OBJECTS (RENEWABLE ANNUALLY)
Borrower: FINE ARTS MUS. OF S.F. RENEE DREYFUS ASSOC. CURATOR
GOLDEN GATE PARK 415-750-3608

SAN FRANCISCO CA 94118 KITTU GATES REGISTRAR
415-750-3604

Venue#	Institution	Opendate	Closdate
1	M.H. DE YOUNG MEM. MUS		

#	Accession #	Description	Insurance Value
	60P459	FOOTED BOWL, STYLE OF TEPE SIALK LEV.III	$18,000
	60P469	FOOTED BOWL, STYLE OF TEPE SIALK LEV.III	$18,000
	60P1955	FOOTED GOBLET, STY.OF TEPE SIALK LEV.III	$3,000
	60P2024	FOOTED JAR, STYLE OF TEPE SIALK LEV.III?	$3,000
	60P2131	SPOUTED PITCHER, STY. OF SIALK LEVEL VI	$6,000
	68P1	STAG-SHAPED VESSEL, DAILAMAN CULT.	$120,000
	62P9+	STAG-SHAPED VESSEL, RED EARTHN. DAILAMAN	$120,000
	62P80	BIRD-SHAPED VESSEL, RED, AMLASH REGION	$36,000
	68P2	VESSEL, STYLIZED FEMALE FORM, AMLASH	$120,000
	60P2016	SMALL SPOUTED PITCHER, GRAY EARTHENWARE	$1,800
	60P27+	BOWL, DECO. PEACOCK & ANTELOPES, EARTHEN	$6,000
	60P1661	BOWL W/HORNED BEAST, EARTHERNWARE	$9,000
	60P1886	BOWL W/HEROIC FIG. ON HORSEBACK, EARTHN.	$12,000
	68P7	THREE-FOOTED DISH W/HORSE & CHEETAH	$12,000
	60P1977	LG. BOWL W/HUMAN, ANIMAL & BIRD DESIGNS	$9,600
	60P2034	STAR-SHAPED TILE, ARABIC INSCR. EARTHEN.	$1,800
	60P2148	STAR-SHAPED TILE, PERSIAN VERSES, PHOENI	$1,800
	60P2033	STAR-SHAPED TILE, CURSIVE NASHI SCRIPT	$1,800

60F2000	PITCHER, DECO. OF IBEXES, EARTHENWARE	$4,200
60F1975	BARREL-SHAPED VASE, ANIMAL FRIEZE	$15,000
B4F2	SGRAFFIATO BOWL W/3-COLOR GLAZE	$9,600
60F1923	FIGURE OF A MONKEY, GLAZED EARTHENWARE	$12,000
68F3	VASE W/QUADRILOBED BODY, GLAZ. EARTHENW.	$12,000
68F9	EWER, EARTHENWARE W/MONOCHROME GLAZE	$6,000
67F20	EWER W/ROOSTER'S HEAD SPOUT, EARTHENWARE	$9,000
60F1869	BOWL W/"ENDLESS KNOT" DECOR, EARTHENWARE	$12,000
60F3+	CANDLESTICK, EARTHENWARE W/TURQ. GLAZE	$20,000
60F2197	FIGURE OF A SIMURGH, EARTHEN., BLUE GL.	$12,000
60F1862	BOWL W/FOLIATED KUFIC SCRIPT,EARTHENWARE	$6,000

Insurance Total: $617,600

ASIAN ART COMMISSION

RESOLUTION C90-030

Approval of Loan No. 90-01
The National Gallery

WHEREAS, The National Gallery has requested to borrow three Chinese jades (see attachment #2) from the Asian Art Museum for an exhibition entitled, 1492: Art in the Age of Exploration, and

WHEREAS, The Curator-in-Charge and Head Conservator have determined that these objects can safely travel; and

WHEREAS, The Director and Chief Curator recommend the loan of these objects; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of April 17, 1990 recommended approval of this loan to the National Gallery; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves Loan No. 90-01 to The National Gallery.

May 1, 1990

ASIAN ART COMMISSION

RESOLUTION C90-031

Approval of Loan No. 90-02
San Antonio Museum

WHEREAS, The San Antonio Museum has requested to borrow 27 objects (see attachment #3) from the Asian Art Museum for a long term loan; and

WHEREAS, One of the objects requested belongs to the Christensen Fund and permission from Diane Pierot has been granted; and

WHEREAS, The following conditions will be met by the San Antonio Museum:

1. The loan will be a one-year loan with possible annual renewal;

2. An annual review of fair market value for insurance purposes is to be conducted;

3. An annual visual condition review is to be conducted by an Asian Art Museum staff person (conservator or curator);

4. A copy of the San Antonio Museum of Art insurance policy is to be submitted prior to any action by the Acquisitions and Loans Committee of the Asian Art Museum;

5. The Asian Art Museum will have the right to recall one or more of the loaned objects at any time;

6. San Antonio Museum of Art will cover all costs of packing, shipping, insurance, and Asian Art Museum employee travel; and

WHEREAS, The Curators-in-charge and Head Conservator have determined that these objects can safely travel; and

WHEREAS, The Director and Chief Curator recommend the loan of these objects; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of April 17, 1990 recommended approval of this loan to the San Antonio Museum; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves Loan No. 90-02 to the San Antonio Museum.

May 1, 1990

ASIAN ART COMMISSION

RESOLUTION C90-032

Authorization to Include Budget for Bada Shanren Exhibition in 1990-91 Budget

WHEREAS, In accordance with the Asian Art Museum's Exhibition Funding Policy, the deadline for funding the Bada Shanren Exhibition has been set at May 1, 1990 and funding has not yet been obtained; and

WHEREAS, The Asian Art Museum Foundation, at its meeting of April 3, 1990, authorized that the amount of $150,000 for the Bada Shanren exhibition, be included in the Museum's budget for 1990-91 if the funds have not been raised by May 1, 1990; and

WHEREAS, The Exhibitions Committee at its meeting of April 17, 1990 recommended that the Commission also authorize that the $150,000 required for the Bada Shanren exhibition be included in the Museum's 1990-91 budget; now, therefore, be it

RESOLVED, That the Asian Art Commission authorizes that the amount of $150,000 required for the Bada Shanren exhibition be included in the Museum's 1990-91 budget; and be it further

RESOLVED, That the Asian Art Commission also authorizes, per contractual stipulation, an advance of $20,000 to be paid to Yale University Art Gallery upon signature of the contract.

May 1, 1990

9	60B787	BRONZE AX HEAD, SHANG DYNASTY	$60,000
0	60B789	BRONZE AX HEAD, SHANG DYNASTY	$50,000
1	60B37+	GILT BRONZE FIGURE, KOREA, SILLA DYN.	$65,000
2	60P703	MELON-SHAPED CELADON GLAZED EWER, KORYO	$70,000
3	64P51	INLAID CELADON MAEBYONG, KORYO	$100,000
4	60P511	BLUE AND WHITE BOTTLE, KOREA, YI DYNASTY	$50,000
5	62S18+	SHIVA, RED SANDSTONE, CA. 1000, INDIA	$75,000
6	60S593	BUDDHA, SCHIST, 2ND CENTURY, GANDHARA	$50,000
7	61S7+	SEATED BUDDHA, PALA PERIOD, BIHAR	$125,000

Insurance Total: $1,970,000

ATTACHMENT #2

OUTGOING LOAN

Date of Report: 03/23/90
Page: 1

an Number: 90.01
Title: CIRCA 1492: ART IN THE AGE OF EXPLORATION
Borrower: NATIONAL GALLERY DR. JAY LEVENSEN MANAGING CURAT.
202-737-4215

WASHINGTON, D.C. 20565

Venue#	Institution	Opendate	Closdate
1	NATIONAL GALLERY	10/12/91	01/26/92

m#	Accession #	Description	Insurance Value
	60J162	CHANG CH'IEN ON HIS LOG, JADE	$150,000
	60J164	THREE BOYS AND A JAR, JADE	$85,000
	60J388	MAN GROOMING A HORSE, JADE	$275,000
		Insurance Total:	$510,000

ATTACHMENT #3

OUTGOING LOAN

Date of Report: 04/02/90

Loan Number: 90.02
Title: LONG TERM LOAN
Borrower: SAN ANTONIO MUSEUM — JAMES GODFREY — CURATOR
200 W.JONES AVENUE — 512-226-5544
P.O. BOX 2601
SAN ANTONIO TX 78299

Venue#	Institution	Opendate	Closdate
1	SAN ANTONIO MUSEUM		

Item#	Accession #	Description	Insurance Value
1	63P24+	GREY POTTERY STORAGE JAR, WARRING STATES	$50,000
2	63P22+	OLIVE GLAZED STORAGE JAR, WARRING STATES	$100,000
3	65S4	GREY POTTERY TOMB FIGURE, WEI DYNASTY	$60,000
4	L77P2	GLAZED TRIPOD DISH, TANG DYNASTY	$75,000
5	60P1275	LARGE DINGYAO BOWL, SUNG DYNASTY	$175,000
6	60P1214	UNDERGLAZE RED STEMCUP STAND, YUAN DYN.	$125,000
7	60P1722	DEEP DISH, IMPERIAL YELLOW, HONGZHI	$100,000
8	60P2078	GREEN DRAGON BOWL, ZHENGDE PERIOD	$150,000
9	60B11+	INLAID BRONZE DUI, SUNG DYNASTY	$75,000
10	60B1057	GILT BRONZE STANDING BUDDHA, 18TH CEN.	$15,000
11	60M15+	SINO-TIBETAN BRONZE BULL, 18TH CEN.	$100,000
12	73S13	TILE FROM XUI DING XI PAGODA, TANG DYN.	$75,000
13	60J658	DRAGON PENDANT, SHANG DYNASTY	$15,000
14	60J940	FISH PENDANT, SHANG DYNASTY	$15,000
15	60J573	HARE PENDANT, ZHOU DYNASTY	$15,000
16	60J958	GE BLADE, SHANG DYNASTY	$75,000
17	60J127	BLADE, ZHOU DYNASTY	$75,000
18	60J537	BIRD, ZHOU DYNASTY	$30,000

APR 30 1990

ADDENDUM TO AGENDA

ASIAN ART COMMISSION

Tuesday, May 1, 1990 - 2:00 P.M.

Conference Room - Asian Art Museum

The following Item is added to the agenda under section:

8. Committee Reports

 d. Exhibitions Committee

 (2) Resolution C90-033, Authorizing the Director to Sign a Memorandum of Understanding with Tibet House

ASIAN ART COMMISSION

RESOLUTION C90-033

Authorizing Director to Sign Memorandum of Understanding with Tibet House

WHEREAS, The Asian Art Commission at its meeting of February 6, 1990 approved the budget for the exhibition, "Wisdom and Compassion: The Sacred Arts of Tibet; and

WHEREAS, Under the approved budget, the funding requirement for the exhibition is $438,361 and the obligation of the Foundation, less anticipated grant support, is $263,361; and

WHEREAS, If the Museum enters into a proposed Memorandum of Understanding with Tibet House, Tibet House will be obligated to begin making direct payments totalling $197,000 toward the expenses of the exhibition; and

WHEREAS, The funds from Tibet House will make it possible to retain the Adjunct Associate Curator engaged to coordinate the exhibition and to cover other exhibition related expenses; now, therefore be it

RESOLVED, That the Commission hereby authorizes the Director to sign a Memorandum of Understanding with Tibet House which obligates the Asian Art Museum to present the exhibition in San Francisco and New York.

May 1, 1990

ASO
#2
5/1/90

[SF] [MINUTES]

ASIAN ART COMMISSION

Tuesday, May 1, 1990 - 2:00 P.M.

Conference Room - Asian Art Museum

PRESENT:

Chairman Presiding:	Mrs. Lewis Lowe
Vice Chairmen:	James M. Gerstley
	John F. Williams
Treasurer:	Richard F. Shelton
Secretary:	Mrs. Hart H. Spiegel

Hatsuro Aizawa
Alexander D. Calhoun
Willard G. Clark
Mrs. Richard Dirickson, Jr.
Laura Enos
Roger J. Fleischmann
Jong H. Lee
Donald R. Meyer
James E. O'Brien
Mrs. Robert Seller
Anthony Sun
Dr. Haydn Williams

DOCUMENTS DEPT.
JUN 7 1990
PUBLIC LIBRARY

ABSENT:

Brook H. Byers
Mrs. Daniel E. Chu
Warren W. Faus
R. Gwin Follis
Carl D. Gustavson
Thomas J. Klitgaard
Charles Hall Page
Deepa Thomas

IN ATTENDANCE:

Mrs. Richard Covert, Chairman, Docent Council
Mrs. John V. Erickson, Chairman, The Museum Society
George H. Fitch, Past Asian Art Commissioner
Mrs. Louis Handelman, President, The Society for Asian Art
Dr. Forrest Mortimer, Connoisseurs Council
Mrs. W. Robert Phillips, President, Board of Trustees, The Fine Arts Museums of San Francisco

Rand Castile, Director
Robert M. Lindquist, Deputy Director for Development and Public Affairs
Clarence Shangraw, Deputy Director and Chief Curator
Judith L. Teichman, Deputy Director, Administration
Lilia Villanueva, Director, Public Relations/Marketing
Margaret S. Lindsay, Executive Secretary

CALL TO ORDER:

The meeting of the Asian Art Commission was called to order at 2:05 P.M. by Chairman Alice G. Lowe, a quorum being present.

Mrs. Lowe introduced and welcomed to the meeting Mrs. Louis Handelman, newly elected President of The Society for Asian Art.

APPROVAL OF MINUTES:

The minutes of the January 9, 1990 meeting, having been mailed to all present, were approved unanimously.

CHAIRMAN'S REPORT:

a. **Resolution C90-022** - The following resolution of appreciation was approved unanimously:

RESOLUTION C90-022

Resolution of Appreciation - Judith F. Wilbur

WHEREAS, Judith F. Wilbur on April 3, 1990, after many years of dedicated service to the Asian Art Museum, the Asian Art Commission and the Asian Art Museum Foundation in various roles as Chairman, Trustee, and Commissioner, submitted her resignation as Chairman of the Foundation due to the prolonged illness of her father and the press of family business; and

WHEREAS, Mrs. Wilbur has worked tirelessly and successfully to promote the advancement of the Asian Art Museum, the Asian Art Museum Foundation and the Asian Art Commission, earning the respect and esteem of her associates; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby expresses its sincerest gratitude and appreciation to Mrs. Wilbur for her dedication to the Museum throughout many years and wholeheartedly extends to her the friendship of her colleagues on the Commission.

b. A suggestion was made that Mrs. Wilbur be named Honorary Commissioner in addition to the title of Honorary Trustee which she presently holds. This proposal will be placed on the agenda of the next Commission meeting.

b. **Odyssey Report** - Mrs. Lowe reported that the final figure for the Odyssey through the Orient fund-raising event was $111,000 and she extended her thanks to Mrs. Wilbur and all who assisted her in this effort.

c. **25th Anniversary Celebration** - Mrs. Lowe advised of the organization of an ad hoc committee to discuss the various projects to be undertaken in connection with the celebration. Some of the projects under consideration include a February inaugural dinner, various lectures, films and performances during February through June, and a June 6-11 week-long celebration to begin with a religious ceremony and to include a scholarly symposium and possibly a food fair in the Concourse. Plans are also being formulated for a June 10, 1991 Odyssey and a day-long birthday party in Gruhn Court on June 11, the Museum's actual anniversary date. All discussions to date have been preliminary.

d. **Museum Trustees Association Conference** - Mrs. Lowe advised that she will represent the Museum at the Museum Trustees Association Annual Meeting in Chicago next week.

e. Mrs. Lowe reminded those present that the Director will be honored by "Swords to Plowshares," a veterans rights organization, with its first annual Humanitarian Award at a dinner on

Memorial Day on Wednesday, May 30, 1990 and urged all to attend.

DIRECTOR'S REPORT:

The Director urged everyone to take part in the upcoming May 11-12 workshop which will be dedicated to the issues of development, marketing, and merchandising. The two invited speakers will be Allan Temko, an architectural critic, and former Mayor Joseph Alioto who signed the original contract with Avery Brundage.

Director Castile also discussed his and Mrs. Lowe's recent meeting in Sacramento with other major cultural organizations for the purpose of discussing funding with the State Director of Finance and members of the Arts Council. He also urged those present to request that members of the Senate and House of Representatives support reauthorization of the National Endowment for the Arts, the National Endowment for Humanities and the lnstitute for Museum Services.

He commented about a recent meeting with the Mayor on the subject of budget issues and suggested that Mayor Agnos be invited to a combined Commission/Foundation meeting on July 10. A general discussion followed regarding whether this would be the best time for such a meeting in view of the uncertainty of budget appropriations.

REPORT OF DEPUTY DIRECTOR, ADMINISTRATION:

a. **Personnel Update -** Ms. Teichman thanked Commissioners Meyer and Fleischmann for reviewing the draft Personnel Handbook. The draft will also be reviewed by an attorney specializing in employment law.

After explanation and discussion, the following resolution was approved unanimously:

RESOLUTION C90-023

Authorization to Hire Accounting and Clerical Personnel

WHEREAS, The Museum's budget and staff have doubled since September 1986 and related accounting/financial transactions have increased fourfold, but there has been no increase in accounting staff and it is impossible for the Accounting Department at the current staffing level to process this increased workload in a timely manner; and

WHEREAS, The Foundation's auditors in their management letter of December 16, 1989 noted that the Controller and other accounting staff members perform tasks which are not conducive to proper segregation of duties within the internal control environment and that the Controller and Assistant Controller are more involved in the details of transactions than is optimal; and

WHEREAS, As the staff member primarily responsible for processing cash receipts, the Assistant Controller is spending a disproportionate amount of time handling cash receipts and other accounting clerk duties, preventing him from the supervision of the day-to-day operations as his position dictates; and

WHEREAS, Because of the need to serve as a backup to the Assistant Controller, the Controller is also prevented from carrying on the duties of her position which include research associated with the long-range planning process; and

WHEREAS, The Acting Personnel Officer has advised that many of the duties now performed by him could be performed by a clerical/secretarial level employee, thereby using his time more efficiently, eventually making it possible to reduce the number of hours per week required of the Personnel Officer; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby authorizes the hiring of an Accounts Receivable Bookkeeper, to be effective June 1, 1990, at an annual salary and fringe benefit level not to exceed $35,000; and be it

FURTHER RESOLVED, That a high priority should be given in preparing the Museum's operating budget for fiscal 1990-91 to adding payroll support and secretarial support to assist the Personnel Department, and Commission secretary as well as the Accounting Department.

b. **Facilities Report** - The written Facilities Report was included in the agenda packet mailed to Commissioners.

c. **June 4 Meeting - Values and Priorities** - Ms. Teichman requested that those present attend a facilitated meeting planned for June 4 at which the values and priorities of the new Museum will be discussed.

REPORT OF DEPUTY DIRECTOR AND CHIEF CURATOR:

In the interest of time, no report was given.

REPORT OF DEPUTY DIRECTOR FOR DEVELOPMENT AND PUBLIC AFFAIRS:

Mr. Lindquist commented briefly about the various aspects of his written development report including funds raised to date versus budget; funds raised for the planning process for the new Museum; and the status of major outstanding requests. The report is filed with these minutes.

He also spoke briefly about the upcoming mailing scheduled in May and of the success of the Yani shop which has grossed $80,000 so far.

COMMITTEE REPORTS:

a. **Ad Hoc Preliminary Planning Committee** - Chairman Williams commented briefly about the May 11-12 workshop and its importance to the overall planning process.

b. **Acquisitions and Loans Committee** - The following resolutions were approved unanimously:

RESOLUTION C90-024

Objects Recommended for Acquisition

WHEREAS, The following objects were fully researched by the Curators and Conservators, and

WHEREAS, The Director and the Chief Curator recommend that these objects be acquired for the permanent collection; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of April 17, 1990 recommended that the Asian Art Commission accept these objects for acquisition, subject to the availability of funding:

Southeast Asia

R1989.98.6 Seated Buddha on lion throne Srivijaya, 10-11th C.	Dealer: Biancardi
R1989.98.7 Seated Vajrasattva 9th-10th C. South Thailand	Dealer: Biancardi
R1989.98.8 Standing Maitreya Bronze, silver content Srivijaya, 8th-9th C.	Dealer: Biancardi

Near East

R1990.6 Calligraphy Colors and gold illumination on paper Turkey	Dealer: Ahuan Ltd.

Korea

R1990.12.1-.17 — Offered by: A. Mctaggart
Stoneware from Three Kingdoms - Unified Silla

Mounted cup and cover
Tall stemmed cup and cover
Mounted cup and cover
Covered bowl on stem
Globular pot with stem
Ribbed bottle with cover
Flat-sided ovoid jar
Ho-shaped jar
Ovoid jar with flared neck
Covered box
Red clay jar
Tall pottery stand
Globular jar
Mug with handle
Mounted round jar
Large covered bowl
Ovoid jar with neck

Japan

R1990.8 — Dealer: Yanagi, T.
Jar
Unglazed pottery
Kamakura period

India/Himalayas

R1990.4.1 — Dealer: Rabier
Gold hair ornament
19th C.
India

R1990.4.3 — Dealer: Rabier
Pair of gold earrings
19th C.
India

R1990.4.4
Gold necklace with rubies
19th C.
India

Dealer:
Rabier

R1990.4.8
Axe
Bronze Age
India

Dealer:
Rabier

China

R1990.9
Lady's Overdress
Embroidered silk
Ming Dynasty

Dealer:
Hentell, Ltd.

R1990.13
Bowl
Carved guri lacquer
with silver foil interior
14th C.

Dealer:
Singer, J.

Now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the above objects for acquisition, subject to the availability of funding.

RESOLUTION C90-025

Gifts Recommended for Acquisition

WHEREAS, The following objects have been offered as gifts to the Asian Art Museum; and

WHEREAS, The following objects were fully researched by the Curators and the Conservators; and

WHEREAS, The Director and the Chief Curator recommend that these objects be accessioned into the permanent collection; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of April 17, 1990 recommended that the Asian Art Commission approve the following objects for accession with thanks to the donors:

Southeast Asia

R1990.2.1
Bird
Glazed pottery
Sawankhalok
15th-16th C.
Thailand

Donor:
Marjorie Seller

R1990.2.2
Seated man
Glazed pottery
Sawankhalok
15th-16th C.
Thailand

Donor:
Marjorie Seller

R1990.2.3
Woman holding a baby
Glazed pottery
Sawankhalok
15th-16th C.
Thailand

Donor:
Marjorie Seller

Japan

R1989.93.3
Woodblock print
"Nagajuban"
by Hashiguchi Goyo
Dated: Taisho 9 (1920),
5th month

Donor:
Patricia Williamson

R1990.93.4-.10
Woodblock prints
by Torii Kotondo (1900-1977)
.4 - "A Beauty Beneath a Mosquito Net"
.5 - "A Woman at Her Toilet"
.6 - "Snow"
.7 - "Nagajuban"
.8 - "Yuge"
.9 - "Woman at Her Toilet"

Donor:
Patricia Williamson

.10- "Obi"

R1990.17.2
Hanging scroll
Landscape
by Hyakusen
Early 18th C.

Donor:
Richard Hahn

China

R1989.77
Painting
"Impressions of San Francisco Zoo"
1989
Wang Yani

Donor:
Wang Yani

R1990.3
Painting
"Strange Rock"
by Tseng Yu-ho (Betty Ecke)
dated 1958

Donor:
Mrs. Robert P. Luthy

R1990.17.1
Hanging scroll
"Silk Gourds"
by Wu Chang Shuo
Late 19th C.-Early 20th C.

Donor:
Richard Hahn

Now, therefore, be it

RESOLVED, That the Asian Art Commission accepts the above objects for accession into the collection with thanks to the donors.

RESOLUTION C90-026

Gifts Recommended for Study Collection

WHEREAS, The Asian Art Museum has been offered gifts that are not suitable for display; and

WHEREAS, The Curators in charge have determined that these objects have value for research purposes; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of April 17, 1990 recommended that the Asian Art Commission approve the acceptance of the following objects into the study collection:

Korea

R1990.11 Chest Lacquer with Mother of Pearl inlay 19th C.	Donor: Adams, J. Corrales, N. M.

China

R1990.18.1.-.3 Three jades in archaic shapes Modern	Donor: Mrs. D. McAllister

Now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves acceptance of the above objects into the study collection.

RESOLUTION C90-027

Acquisition with Restricted Funds

WHEREAS, The Acquisitions and Loans Committee at its meeting of April 17, 1990 recommended that acquisition of the following object with restricted funds be confirmed:

R1990.24 Dingyao Bowl Porcelain 10th-11th C. China	Funding: James Medley Memorial Fund

Now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves acquisition of the above object with restricted funds.

RESOLUTION C90-028

Acceptance of Bequest

WHEREAS, The estate of Jefferson Peyser has bequeathed to the Asian Art Museum a collection of 15 jades, and

WHEREAS, The Chief Curator has determined that one (1) jade is of museum quality, and

WHEREAS, The remaining 14 jades can be transferred to the Asian Art Museum Foundation and sold, with the funds used exclusively for acquisitions; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of April 17, 1990 recommended that the Asian Art Commission accept this bequest with the following jade being accessioned into the permanent collection and the remaining ten jade pieces being held by the Asian Art Museum Foundation for future sale:

R1990.26
Cylindrical cup
Nephrite
19th C.
China

Now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves the acceptance of the Jefferson Peyser bequest and the acceptance of the above jade into the permanent collection and the remaining ten jade pieces being held by the Asian Art Museum Foundation for future sale.

RESOLUTION C90-029

Approval of Loan No. 88-06
Fine Arts Museums of San Francisco

WHEREAS, The Fine Arts Museum of San Francisco has had a renewable loan of Near Eastern ceramics (see attachment #1) from the Asian Art Museum since 1988, and

WHEREAS, The loan has expired and the Fine Arts Museum wishes to extend the loan; and

WHEREAS, The Curator-in-Charge and Head Conservator have determined that this extension would not be harmful to the condition of these objects; and

WHEREAS, The Director and Chief Curator recommend the extension of this loan; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of April 17, 1990 recommended approval of the extension of this loan for one year; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves extension of Loan No. 88.06 to the Fine Arts Museums of San Francisco.

RESOLUTION C90-030

Approval of Loan No. 90-01
The National Gallery

WHEREAS, The National Gallery has requested to borrow three Chinese jades (see attachment #2) from the Asian Art Museum for an exhibition entitled, 1492: Art in the Age of Exploration, and

WHEREAS, The Curator-in-Charge and Head Conservator have determined that these objects can safely travel; and

WHEREAS, The Director and Chief Curator recommend the loan of these objects; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of April 17, 1990 recommended approval of this loan to the National Gallery; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves Loan No. 90-01 to The National Gallery.

RESOLUTION C90-031

Approval of Loan No. 90-02
San Antonio Museum

WHEREAS, The San Antonio Museum has requested to borrow 27 objects (see attachment #3) from the Asian Art Museum for a long term loan; and

WHEREAS, One of the objects requested belongs to the Christensen Fund and permission from Diane Pierot has been granted; and

WHEREAS, The following conditions will be met by the San Antonio Museum:

1. The loan will be a one-year loan with possible annual renewal;

2. An annual review of fair market value for insurance purposes is to be conducted;

3. An annual visual condition review is to be conducted by an Asian Art Museum staff person (conservator or curator);

4. A copy of the San Antonio Museum of Art insurance policy is to be submitted prior to any action by the Acquisitions and Loans Committee of the Asian Art Museum;

5. The Asian Art Museum will have the right to recall one or more of the loaned objects at any time;

6. San Antonio Museum of Art will cover all costs of packing, shipping, insurance, and Asian Art Museum employee travel; and

WHEREAS, The Curators-in-charge and Head Conservator have determined that these objects can safely travel; and

WHEREAS, The Director and Chief Curator recommend the loan of these objects; and

WHEREAS, The Acquisitions and Loans Committee at its meeting of April 17, 1990 recommended approval of this loan to the San Antonio Museum; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby approves Loan No. 90-02 to the San Antonio Museum.

c. **Connoisseurs Council** - There was no report from the Connoisseurs Council.

d. **Exhibitions Committee -**

(1) Resolution C90-032 - Mrs. Spiegel pointed out that although funding has not yet been obtained for the Bada Shanren Exhibition, it is the opinion of staff and the Exhibitions Committee that cancellation of the exhibition at this time would cause the Museum extreme embarassment. She indicated that the Foundation previously approved a similar resolution because it was considered critical to the reputation of the institution. Mrs. Spiegel emphasized that cut-off dates for future exhibitions will be established sufficiently far in advance of the exhibition in an attempt to alleviate similar problems. Several funding possibilities were examined and after extensive discussion, the following resolution was approved:

RESOLUTION C90-032

Authorization to Include Budget for Bada Shanren Exhibition in 1990-91 Budget

WHEREAS, In accordance with the Asian Art Museum's Exhibition Funding Policy, the deadline for funding the Bada Shanren Exhibition has been set at May 1, 1990 and funding has not yet been obtained; and

WHEREAS, The Asian Art Museum Foundation, at its meeting of April 3, 1990, authorized that the amount of $150,000 for the Bada Shanren exhibition, be included in the Museum's budget for 1990-91 if the funds have not been raised by May 1, 1990; and

WHEREAS, The Exhibitions Committee at its meeting of April 17, 1990 recommended that the Commission also authorize that the $150,000 required for the Bada Shanren exhibition be included in the Museum's 1990-91 budget; now, therefore, be it

RESOLVED, That the Asian Art Commission authorizes that the amount of $150,000 required for the Bada Shanren exhibition be included in the Museum's 1990-91 budget; and be it further

RESOLVED, That the Asian Art Commission also authorizes, per contractual stipulation, an advance of $20,000 to be paid to Yale University Art Gallery upon signature of the contract.

(2) Resolution C90-033 - After definition by Mr. Shangraw of the various avenues of potential funding for the Tibet exhibition and further discussion by the Commission, the following resolution was approved:

RESOLUTION C90-033

Authorizing Director to Sign Memorandum of Understanding with Tibet House

WHEREAS, The Asian Art Commission at its meeting of February 6, 1990 approved the national, shared expense budget of $799,750 for the exhibition, "Wisdom and Compassion: The Sacred Arts of Tibet; and

WHEREAS, Under the approved budget the remaining funds for both shared expenses and local presentation required as of May 1, 1990 stand at $438,361, making the obligation of the Foundation, less anticipated support, $263,361; and

WHEREAS, The Museum will enter into a proposed Memorandum of Understanding with Tibet House, obligating Tibet House to begin making direct payments to the Asian Art Museum, commencing June 4, 1990, totalling $197,000, toward the expenses of the exhibition; and

WHEREAS, Loan fees are required by certain foreign museums before formal approval is granted for the loans; and

WHEREAS, Payment is required for reframing, conservation, and other preparatory measures on certain loans; and

WHEREAS, Design work for didactic materials must begin by fall 1990; and

WHEREAS, The Museum will be required to enter a formal agreement with IBM Gallery to secure the second venue, and will receive through this agreement $150,000 towards shipping and transportation costs, and will be able to obtain gallery guides and materials produced by the IBM Gallery; and

WHEREAS, The NEH implementation grant application, due June 8, 1990, will be measurably strengthened by this private support made possible by the Memorandum of Understanding; and

WHEREAS, The written material for the catalogue must be at the printer by July 15, 1990 in order for the catalogue to be ready for the opening of the exhibition; and

WHEREAS, The Adjunct Associate Curator, who is responsible for the Tibet exhibition planning and whose services (currently funded by the NEH planning grant) are essential to this project, can be retained only through funding provided by the Tibet House Memorandum of Understanding; now, therefore be it

RESOLVED, That the Commission hereby authorizes the Director to sign a Memorandum of Understanding with Tibet House which obligates the Asian Art Museum to present the exhibition in San Francisco and New York.

e. **Korean Development Committee** - Jong Lee reported briefly on the progress of this group. A tentative date for a fund-raiser has been set for September 6 which is Moon Festival Day. A group of 20-25 will meet tonight to further discuss the future of the committee.

f. **Nominating Committee** - The following names were presented in nomination as possibilities to fill two open seats on the Commission:

Mrs. Theodore Lee (Doris)
J. Sanford Miller

The applicable resumes are attached to these minutes and the nominations will be considered and voted on at the next Commission meeting.

g. **Marketing Committee** - There was no Marketing Committee report.

h. **Public Programs Committee** - There was no Public Programs Committee report.

REPORTS FROM AFFILIATED GROUPS:

b. **The Fine Arts Museums of San Francisco** - There was no report from the Fine Arts Museums.

c. **The Museum Society** - Because of the length of this meeting, Mrs. Erickson advised that a letter would be forwarded to advise the Commission the results of a recent Executive Committee ballot.

d. **The Museum Society Auxiliary** - There was no report from the Museum Society Auxiliary.

e. **The Society for Asian Art** - Mrs. Handelman reported that $43,000 has been donated to the Museum in support of its various programs this past year.

f. **Docent Council** - Mrs. Covert advised of the Council's preparations for their 25th anniversary celebration which will be November 5. She remarked that the Asian docents deserve a commendation for all they have done in connection with the Yani exhibition.

PUBLIC COMMENT:

At this time, members of the public were invited to address the Commission on items within the subject matter jurisdication of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total Testimony to thirty minutes.

There was no public comment at this time.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 3:45 P.M.

[SF]

DOCUMENTS DEPT.

JUL 6 1990

SAN FRANCISCO PUBLIC LIBRARY

AGENDA

ASIAN ART COMMISSION

Tuesday, July 10, 1990 - 2:00 P.M.

Conference Room - Asian Art Museum

There will be an opportunity for public testimony before action is taken on any agenda item.

1. Call to Order

2. Approval of Minutes of May 1, 1990 Meeting

3. Chairman's Report

 a. Mayor's Arts Organizations Task Force
 b. Resolution C90-038 - Commission/Foundation Christmas Party for Staff
 c. Annual Meeting and Luncheon - September 11, 1990
 d. Other Informational Items

4. Director's Report

5. Report of Deputy Director, Administration (through Controller)

 a. Personnel Update
 b. Facilities Update
 c. Financial Report
 d. Resolution C90-040 - Approval of Policy Permitting Foundation Employees to Transfer Sick Leave and/or Vacation Credits to Catastrophically Ill Foundation Employees
 e. Resolution C90-041 - Authorization for Staff to Negotiate Termination of 1988 Agreement with National Museum of History
 f. Other Informational Items

6. Report of Deputy Director and Chief Curator

 a. Resolution C90-042 - Authorizing Director to Enter into Contract with Harry N. Abrams, Inc. for the Publication of the "Masterworks of the Asian Art Museum" Catalog
 b. Exhibitions Update
 c. Other Informational Items

7. Report of Deputy Director for Development and Public Affairs

 a. Development Update
 b. Ad Hoc 25th Anniversary Committee Budget
 c. Other Informational Items

8. Committee Reports

 a. Ad Hoc Preliminary Planning Committee
 b. Acquisitions and Loans Committee
 c. Connoisseurs Council
 d. Exhibitions Committee
 e. Korean Development Committee
 f. Marketing Committee
 g. Nominating Committee
 h. Public Programs Committee
 i. Other Committee Reports as Needed

9. Reports from Affiliated Groups:

 a. Asian Art Museum Foundation - Brook H. Byers
 b. The Fine Arts Museums - Mrs. W. Robert Phillips
 c. The Museum Society - Mrs. John V. Erickson
 d. The Museum Society Auxiliary - Mrs. Nelson Barry
 e. The Society for Asian Art - Mrs. Louis Handelman
 f. Docent Council - Mrs. Richard Covert

10. Public Comment

 At this time, members of the public are invited to address the Asian Art Commission on items within the subject matter jurisdiction of the Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

11. Executive Session to Discuss Budget

12. Adjournment

TO : Judith L. Teichman
Deputy Director for Administration

FROM : Mori Noguchi
Acting Personnel Officer

SUBJECT : Personnel Update

DATE : July 3, 1990

EXHIBITIONS AND PREPARATIONS DEPARTMENT

Personal interviews were scheduled with six top applicants from the resumes received for the Mountmaker position. Since we could guarantee funding the salary for the position for only one year, four of the potential candidates declined the invitation. The other two called at the last minute to report that they were no longer interested, apparently having received better offers. We then contacted the eligibles on the Civil Service eligible list for Museum Preparator, two of which indicated that they had some experience in mountmaking on their original applications. Two of the three who responded to our inquiry were interviewed on June 30, one other is to be interviewed on July 9 and one of the original group has indicated that he is now interested and is being interviewed on July 7. We should have the results of our recruitment efforts by mid July.

DEVELOPMENT DEPARTMENT

The examination for Assistant to the Deputy Director for Development/ Corporate and Foundation Relations has been reannounced. Recruitment is now in progress.

ADMINISTRATION DEPARTMENT

The final top four candidates for the part time Personnel Officer position have been interviewed by the Director and President of the Commission. Two of the four are being recalled for a final, final interview. References are being investigated, and it is expected that the announcement of a new Personnel Officer will be made by mid July.

Interviews were completed to select a person to fill the new position of Accounts Receivable Bookkeeper in the Accounting Department. References were contacted and verified and it was announced that Janet Lee was selected and will start her appointment on July 2.

Part time clerical employee Reisa Elmore submitted her resignation in mid-June while we were in the process of seeking a second part time person to fully complement the clerical support section. With this change, we are now seeking a full time employee to act as Receptionist in the office.

This change in personnel gives us a good opportunity to implement the proposed adjustment and reassignment of duties performed in the clerical support section to make it more efficient and functional.

GENERAL PERSONNEL ADMINISTRATION

The second phase of the Performance Evaluation Program for the Asian Art Museum was scheduled to start on June 1 but was delayed. The Director has established the dates for the evaluation of the Deputy Directors and subsequent performance evaluations of the balance of the staff will follow.

ASIAN ART MUSEUM OF SAN FRANCISCO
THE AVERY BRUNDAGE COLLECTION
GOLDEN GATE PARK, SAN FRANCISCO, CALIFORNIA 94118-4598
July 2, 1990

MEMORANDUM

TO: Judith Teichman, Deputy Director

FROM: Sherin S. Cole, Operations Coordinator

SUBJECT: Facilities Report

GLASS DOORS

I am putting together information I have received from staff members, volunteers at the information desk and guards regarding the doors. I plan to have the information to present to the July 16th Management meeting.

HVAC

The first phase of the project is completed and currently running smoothly.

The second phase of the project, asbestos abatement and replacement of the air handlers, is on hold due to lack of funds. The air handlers are functioning at a small portion of capacity and could cease functioning altogether at any time, so this is a very serious problem.

EARTHQUAKE DAMAGES

The caulking and painting of the outside of the building (rear) is completed. The sealant in the Art Storage Area is also completed. We are still awaiting arrival of the entry tile.

MAGNIN ROOM

The renovation of the Magnin Room is on schedule, with completion estimated for the 31st of July.

ADDITIONAL SECOND FLOOR OFFICES

Mary Griffin has met with Bob Lindquist and is currently reworking preliminary plans for the addition to the development offices on the second floor.

MISCELLANEOUS PROJECTS

New carpet has been installed in the men's and women's lower level bathrooms. DPW has repaired the roof leaks (hopefully). The Trustees' Auditorium stage has been refinished. The lighting track for the Qing Porcelain Exhibit in Gruhn Court is completed.

ASIAN ART MUSEUM OF SAN FRANCISCO

***** M E M O R A N D U M *****

July 2, 1990

TO: Judith L. Teichman
Deputy Director, Administration

FROM: Renona Brown
Controller

SUBJECT: Estimated Financial Status at Fiscal Year 1989-90 End.

For the June 21 meeting of the Budget Group, I prepared a report entitled "Projected Unrestricted Earnings & Cash Flow: 6/30/90," a copy of which is attached.

The actual earnings and cash flow information will not be available until the fiscal year is closed out, which I anticipate will be September 30. However, barring any surprises, the range reflected in the report prepared for the June 21 meeting remains a fair assumption at this time. The primary changes of which I am aware are:

1. An increase of about $3000 in projected income from the annual fund mailing, for a total of $35,590;

2. After further consideration by the City's insurance risk manager a decrease of about $11,834 in the amount of our submission for reimbursement under the fine arts insurance policy for earthquake related expenses; and

3. An unrestricted bequest of $50,000 which can either be recognized as a contribution toward the unrestricted annual operating budget or earmarked by the Commission and Foundation for a specific purpose.

PROJECTED UNRESTRICTED EARNINGS & CASH FLOW
6-30-90

NET EARNINGS 6/19/90 (UNRESTRICTED) (EXCLUDING SUMS IS PAYROLL)		⟨ 62,731 ⟩
PROJECTED REVENUES TO 6/30/90:		
ENDOWMENT INTEREST	35,000	
ADMISSIONS - MAY - JUNE	68,698	
CITY REIMBURSEMENTS	14,033	
REIMB. CCSF - DIR - SAL	21,132	
DIRECT MAIL CAMPAIGN	10,000	
MISC REVENUE	8,000	
INSURANCE	41,000	
YAMI STOREZ PROCEEDS (NET OF EXHIB OUTRAGE)	36,032	
		233,895
ESTIMATED PAYROLL & OP. EXP. TO 6/30		⟨185,000⟩
NET EARNINGS 6/30/90		⟨ 13,836 ⟩
U.R CASH BAL BEG. OF YR.		275,345
NET OF RCVBLS/PAYABLES 88/89 TRANSACTIONS AFFECTING FY 89/90 CASH FLOW		76,619
PROJECTED U.R. CASH BAL 6/30/90		338,128
		338,128
WORKING CAPITAL		⟨135,000⟩
SUBTOTAL		203,128
RESERVE		⟨300,000⟩
RESERVE DEFICIT		⟨ 96,872 ⟩

YANI STORE OPERATIONS @ 6/19/90

REVENUE

BOOKED @ 6/15/90	122,642	
DIRECT COSTS @ 6/19/90	(70,245)	
NET REVENUE @ 6/19/90		52,397

PROJECTED OPERATIONS BAL OF JUNE:

REVENUE (BASED ON 1ST HALF OF JUNE)	15,300	
DIRECT COSTS (PAYROLL/ROYALTIES)	(7,125)	8,175
PROJECTED NET REVENUE @ 6/30/90		60,572

PROJECTED JULY OPERATIONS:

REVENUE (BASED ON MAY/JUN & NO. OF DAYS OPEN 7/1 - 7/15)	15,000	
DIRECT COSTS (SEE BELOW)	(8,564)	6,436
TOTAL PROJECTED NET STORE REVENUE		67,008

DETAIL OF BAL OF JUNE & JUL COSTS:

JUNE (6/20-6/30): ROYALTIES 2900
PAYROLL 4225
7125

JULY (7/1 - 7/15) ROYALTIES 300
PAYROLL 3264
MISC/CLOSING COSTS 5000
8564

YANI EXHIBITION

Funding:

CALIF. ARTS. COUNCIL	26,000
Getty (Goal from 88/89)	4,900
Gen. Exhib. Funds	900
United Tech - Installation	30,000
✓ ✓ - Advertising	9,077
✓ ✓ - Yani's visit	6,000
TOTAL Funding	76,877
Exhib. Expenses	(101,417)
SHORTAGE	(24,540)

6/30 Store proceeds	60,572
Exhib shortage (above)	(24,540)
Adjusted net to Gen. Op.	36,032

ASIAN ART COMMISSION

RESOLUTION C90-040

Approval of Policy Permitting Foundation Employees to Transfer Sick Leave and/or Vacation Credits to Catastrophically Ill Foundation Employees

WHEREAS, City employees are permitted to transfer sick leave and/or vacation credits to catastrophically ill City employees; and

WHEREAS, The Personnel Officer and Director recommend the establishment of a system that would permit Foundation employees to transfer sick leave and/or vacation credits to catastrophically ill Foundation employees; and

WHEREAS, Procedures for implementing such a policy were prepared by the Personnel Officer in consultation with private counsel and based on the City ordinance;
now, therefore, be it

RESOLVED, That it is the policy that Foundation employees are permitted to transfer sick leave and/or vacation credits to catastrophically ill Foundation employees, on the same terms and with the same qualifications as City employees, insofar as feasible; and be it further

RESOLVED, That the proposed procedure for implementation of the policy allowing Foundation employees to transfer sick leave and/or vacation credits to catastrophically ill Foundation employees, a copy of which is attached, is approved.

July 10, 1990
Attachment

PROCEDURE FOR IMPLEMENTING POLICY ON TRANSFERRING SICK LEAVE AND/OR VACATION CREDITS TO A FOUNDATION EMPLOYEE WHO IS CATASTROPHICALLY ILL

A. DEFINITION OF CATASTROPHIC ILLNESS. In order to be declared catastrophically ill within the meaning of this policy, an employee must meet all of the following conditions:

i) the employee has sustained a life-threatening illness or injury;

ii) such illness or injury prevents the employee from returning to work for at least 30 days; and

iii) the employee has already exhausted all available paid sick, vacation, compensatory and in-lieu time.

B. ELIGIBILITY FOR RECEIPT OF TRANSFERS OF SICK LEAVE AND/OR VACATION CREDITS. An employee of the Asian Art Museum Foundation who is eligible to accumulate and use sick leave and vacation credits may receive transfers of sick leave and vacation credits, if the employee has been found to meet the definition of catastrophically ill as prescribed in Section A. This section only provides for receipt of such credits as are donated and does not provide for an absolute right of continued paid leave.

C. PROCEDURE FOR APPLICATION FOR CATASTROPHIC ILLNESS STATUS.

1. An employee must complete a prescribed application form and return it to the Asian Art Museum Foundation secretary together with supporting medical documentation. Blank application forms will be available from the secretary to the Foundation.

2. The Asian Art Museum Foundation or its designee shall examine the documentation supporting the application. The Asian Art Museum Foundation or its designee may ask the applicant to submit further documentation and/or to submit to examination by a physician that it designates to determine in fact that the applicant does suffer from a catastrophic illness within the meaning of this policy.

3. After the Asian Art Museum Foundation makes its determination on whether an illness is catastrophic within the meaning of this policy, it shall notify the employee and the Director of the Museum, and for vacation leave transfers, the Director must assent to the determination.

4. In order to continue to qualify as catastrophically ill, an employee who has been determined to be catastrophically ill may from time to time be required (i) to submit to specified examination and/or (ii) to supply further documentation of current medical status, as is necessary in the opinion in the Asian Art Museum Foundation or its designee in order to continue to qualify as catastrophically ill; provided, however, that such requests shall not be made for the purpose of harassing said employee.

5. If it is determined that an employee is not catastrophically ill, he/she shall have the right to appeal the decision through an administrative appeal process to be established by the Asian Art Museum Foundation. The Asian Art Museum Foundation shall provide the employee with a written letter setting forth the reasons for denial and the procedure for filing an administrative appeal. The administrative appeal rules shall be patterned after the rules that apply to employees of the City and County of San Francisco and will abide by the same time limitations. An employee whose application has been disapproved is not obligated to exhaust the administrative appeals process before reapplying, and instead the employee may reapply after observing a 30 day wait period from the date of the initial denial.

D. ELIGIBLITY TO TRANSFER SICK LEAVE AND/OR VACATION CREDITS. Any employee of the Asian Art Museum Foundation who is not catastrophically ill and who is eligible to accumulate and use vacation credits and sick leave may transfer sick leave and/or vacation credits to another employee of the Asian Art Museum Foundation subject to the following conditions;

i) the transferring employee must retain a minimum sick leave balance of 64 hours;
ii) transfers must be in units of 8 hours;
iii) all transfers are irrevocable;
iv) the transferring employee may transfer hours once per pay period per recipient;
v) the transferring employee may transfer a maximum of 80 hours per pay period and 480 hours per calendar year; and
vi) neither the transferring employee nor the the designated recipient may be in violation of Section H.

E. POSTING OF ELIGIBLE RECIPIENTS

1. The Asian Art Museum Foundation shall assign an exclusive number to each catastrophically ill employee deemed eligible to receive sick leave time and/or vacation credit transfers under these rules;

2. The Asian Art Museum Foundation shall maintain, reproduce, and post a running list of catastrophically ill employees, to be identified only by their special numbers, in order to let transferring employees designate a recipient;

3. The list may include the amounts of sick leave and vacation credits transferred or on reserve to each employee; and

4. In all cases, the Asian Art Museum Foundation and its designees shall make a reasonable effort to shield and protect the true identities of catastrophically ill employees and the right of employees to confidentiality protections.

F. RECEIPT OF TRANSFERRED SICK LEAVE AND VACATION CREDITS BY A CATASTROPHICALLY ILL EMPLOYEE

1. All hours transferred shall be credited as sick leave for the receiving employee. As they are used, they shall be treated as use of the recipient catastrophically ill employee's own sick leave for all purposes, including for continued accrual of vacation credits, sick leave, and retirement service; service for pay increments; and eligibility for holiday pay.

2. At the beginning of each pay period, a catastrophically ill employee must use all sick leave and vacation credits accrued during the previous pay period before using any transferred hours.

3. An employee who has been determined catastrophically ill may use transferred hours retroactively from the date of certification of eligibility back to the date of application.

4. A receiving employee may use transferred credits in a pay period to the extent that when combined with other compensation from the Foundation and all other benefits from his/her employment, the total does not exceed the pay for 100% of the employee's regularly scheduled hours for such pay period (excluding regularly scheduled overtime and premium pay). A receiving employee may be required to provide financial records to prove compliance with this subsection. Failure to provide such records is grounds for exclusion from eligibility to receive sick leave and vacation credit transfers pursuant to this section.

5. The maximum number of hours that can be transferred to an employee for any single catstrophic illness is 3,120.

G. CONFIDENTIALITY

1. All medical records submitted by an employee pursuant to this policy are to be kept confidential by the Asian Art Museum Foundation or its designee.

2. Until the Foundation has rendered its opinion pursuant to subsection C that the employee is catastrophically ill, the fact of an employee's application is to be kept confidential by the parties processsing the application and not shared with the Director of the Asian Art Museum.

3. The names of employees donating hours pursuant to this provision are to remain confidential.

4. Violation of the provisions of this subsection or any other relating to confidentiality protections shall be grounds for disciplinary action.

H. NO SELLING OR COERCION

1. No individual shall directly or indirectly solicit the receipt of, or accept, any compensation in full or partial exchange directly or indirectly, for sick leave or vacation credits to be transferred pursuant to this section.

2. No individual shall solicit the receipt of, or accept, the transfer of any sick leave or vacation credits pursuant to this section in full or partial exchange, directly or indirectly, for any compensation.

3. No individual shall threaten or in any way attempt to coerce an employee with respect to transfer of sick leave or vacation credits pursuant to this section.

4. Violation of the provisions of this subsection shall be grounds for disciplinary action.

I. LIMITATION. In undertaking the adoption and implementation of this policy, the Asian Art Museum Foundation is assuming an undertaking only to promote the general welfare. It is not assuming, nor is it imposing on its commissioners and employees and other employees of the Asian Art Museum, an obligation for breach of which it is liable in money damages to any person who claims that such breach proximately caused injury.

J. NOTICES. The Asian Art Museum Foundation shall insure that copies of the Procedure for Implementing Policy on Transferring Sick Leave and/or Vacation Credits to a Foundation Employee who is Catastrophically Ill and the Policy itself be distributed to all of their employees.

K. TERMINATION OF THIS POLICY. This policy may be cancelled at any time by the Asian Art Museum Foundation and shall expire upon (1) the effective date of an ordinance which succeeds San Francisco Ordinance No. 114-90 or the San Francisco Charter section providing for transfer of sick leave and vacation credits for employees of the City and County of San Francisco, or (2) upon the effective date of a San Francisco city ordinance or Charter section instituting a long-term disability program.

L. RETROACTIVE. This policy shall be effective retroactively to the date the relevant amendments to the San Francisco Charter were certified by the State of California.

ASIAN ART COMMISSION

RESOLUTION C90-041

Authorization for Staff to Negotiate Termination of 1988 Agreement with National Museum of History

WHEREAS, The Asian Art Museum entered into an agreement with the National Museum of History, Republic of China, in 1988 for publication of "The Art of Traditional Chinese Flower Arranging"; and

WHEREAS, There were 3,000 hardback and 2,000 softback copies of the catalog produced, of which 2,700 hardback and 170 softback copies remain; and

WHEREAS, The National Museum of History advanced $31,950 toward the out-of-pocket costs of the book, and the author, Mr. Huang, advanced $12,000 toward the cost of photography, author's fees and English translation; and

WHEREAS, The costs of having the catalog printed have been reimbursed in part from the proceeds from sales to date;

WHEREAS, Under the 1988 agreement, after recovering its cost of $10,700 for hard binding the copies, the Asian Art Museum is obligated to use the proceeds from the sale of the catalog to reimburse the National Museum of History and Mr. Huang; and

WHEREAS, The National Museum of History has expressed an interest in acquiring copies of the catalog for sale at the National Museum of History; and

WHEREAS, Management recommends that the Asian Art Museum offer to ship 2,000 copies of the hardback and 85 copies of the softback catalog to the National Museum of History, at their expense, in full settlement of the National Museum of History and Mr. Huang's right to reimbursement for funds advanced pursuant to the 1988 agreement; now, therefore, be it

RESOLVED, That staff is authorized to endeavor to negotiate a termination of the Asian Art Museum's obligations under the 1988 agreement with the National Museum of History under substantially the same terms as described in the recitals.

July 10, 1990

ASIAN ART COMMISSION

RESOLUTION C90-042

Authorizing the Director to Enter into Contract with Harry N. Abrams, Inc. for the Publication of the "Masterworks of the Asian Art Museum" Catalog

WHEREAS, The Asian Art Museum intends to copublish with Harry N. Abrams, Inc., New York, a fully illustrated, 256 page catalog of 150-175 of the finest objects in all areas of the Museum's collection, entitled, "Masterworks of the Asian Art Museum"; and

WHEREAS, Abrams will copyedit, design and produce the catalog but cannot officially begin work on the material until they receive a signed contract;

WHEREAS, The agreement requires that:

1. All written material and photographs are to be provided to Abrams by July 1, 1990;

2. The Museum agrees to purchase 5,000 copies of the catalog at $18.00 each, for a total of $90,000;

3. The Museum agrees to pay 10% of the total, $9,000, with the return of the contract; $18,000 on the publisher's paper date, approximately March 1991; and the remainder, $63,000, upon delivery of the books, September 15, 1991; and

WHEREAS, The agreement has been reviewed and approved by the Deputy Director and Chief Curator and by the Deputy Director for Administration subject to some time limitations on the publication rights which are being negotiated; and

WHEREAS, The Society for Asian Art has provided a grant of $16,000 to be used towards the publication of the catalog; and

WHEREAS, The Director and Deputy Director for Development and Public Affairs believe that the $74,000 which must be advanced for the purchase of 5,000 copies can be recouped from sales; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby authorizes the Director to enter into an agreement with Harry N. Abrams, Inc. in New York to produce the "Masterworks of the Asian Art Museum" catalog in accordance with the terms outlined above.

July 10, 1990

Development Report: Funds Raised/Funds to Raise
End Fiscal Year 89-90

I. Unrestricted

	Revised Budget FY 89-90	Total Raised	Left to Raise
A. Annual Fund			
Individuals	$420,915.	453,741.	32,826. **(surplus)**
Corporations	68,200.	40,390.	27,810. **(deficit)**
Gruhn Court Rental	41,900.	58,275.	16,375. **(surplus)**
Total	531,015.	552,406.	21,391. **(surplus)**

B. Odyssey

tickets sales	+	151,400.
underwriting	+	90,500.
total expenses	-	130,932.
total profit		110,968.[1]

II. Restricted

A. Exhibitions to be funded

	Total Funds to Raise	Total Raised To-Date	Left to Raise	
Bada Shanren	$150,000.	10,000.	140,000.	
Tibet	$430,000.	0.	430,000.	**by 8/28/90**
Indonesia	$600,000.	0.	600,000.	**by 9/28/90**

1. Included in "Individuals Raised-to-Date" figures under Annual Fund, Item IA above.

B. Acquisitions

	Total Funds to Raise	Total Raised To-Date	Left to Raise
Packard Collection	$1,200,000.	0.	1,200,000. **by 8/30/91**

C. Planning

Total Funds to Raise	Total Raised To-Date	Left to Raise
$2,887,000.	701,750.[2]	2,163,375.

D. 25th Anniversary

Total Funds to Raise	Total Raised To-Date	Left to Raise
$450,000. (Estimate.)	0.	450,000. (100,000. **by 1/1/91** 350,000. **by 4/1/91**)

2. Cash in hand = 110,500.
 Pledges = 591,250.

25th ANNIVERSARY - ASIAN ART MUSEUM
SILVER JUBILEE - Tentatve Schedule and Budget

Friday, February 1, 1991

Silver Jubilee Inaugural Dinner, honoring those involved for 25 years. AAM/Bank of America Building (Carnelian Room)
500 guests
$63,000

Thursday, June 6, 1991

Ethnic/Religious Convocation Ceremonies
Asian Art Museum (all day)
$25,000 (transportation, lodging, honoraria)
+ publicity

Friday, June 7, 1991
and
Saturday, June 8, 1991

Scholarly Symposium - Asian Art Museum
$70,000 (per Education)

Saturday, June 8, 1991

Actual 25th anniversary date -- day long "birthday party" in Gruhn Court with cake, candles, balloons, etc. School children, Commissioners, Donors, SAA, Docents, etc.
$35,000 (cake, balloons, punch for 25,000)

Monday, June 10, 1991

Odyssey through the Orient
Cocktails and dinner at private homes throughout the City, followed by dessert and dancing at Public Library, Civic Center. ($250/person)
$56,000 (per Taste Catering - food, decor, entertainment, security)

Friday, November 1, 1991

Finale with important speaker
$67,000 (500 guests @ $100 each - ticketed event)

25th Anniversary - Inaugural Dinner - possibly Carnelian Room
Based on 500 guests
Feburary 1, 1991

Printing	
Save the Date Letters (500 - AAM Stationery)	$ 50.
Invitations, RSVP cards, envelopes, program (per 1000)	3000.
Place cards (500)	230.
Calligraphy	375.
Postage ($.45 ea x 1000)	450.
Catering	
Cocktails (possibly donated wine, mineral water) Hors d'oeuvres, full bar Dinner (@ $100 per person)	50,000.
Decor	
Signage	250.
Entertainment	
Dance Band, p/a, lighting	2700.
Other	
Photographer	300.
Contingency	5000.
GRAND TOTAL:	$ 62,355.

Note - If this is a ticketed event (@ $100/person), the breakdown will occur as follows:

Invitation printing would increase to approximately $7500., bringing total expenses to $66,855.

Income produced would be approximately $50,000, bringing total expenses to 16,855.

25th ANNIVERSARY SYMPOSIUM--BUDGET
7 and 8 JUNE 1991

I. Participants

A. Fees				
1.	Speakers			
	a. keynote	500. x 1	500.	
	b. others	250. x 11	2750.	
2.	Discussants	250. x 11	2750.	
B. Participants per diem(x5)		250. x 13	16250.	
				$22250.
C. Airfare				
1.	London			
	a. R. Whitfield			
	b. V. Wilson			
	c. Paik Yong-Sook	2814. x 3	8442.	
2.	Chicago			
	a. O'Shaughnessy			
	b. S. Lee	1178. x 2	2356.	
3.	Boston	1278. x 1	1278.	
4.	New York			
	a. D. Ehnbohm			
	b.T. Allen			
	c. ?	1278. x 3	3834.	
5.	India	3029. x 1	3029.	
6.	Los Angeles			
	a. Dr. Pal			
	b. D. McCollum	512. x 2	1024.	
7.	Alabama	1118. x 1	1118.	
				$21081.

II. Staff

A. Projectionist	(2 days, 8am-6pm)	200.	
B. Guards	2 hrs. x 5 guards (evening reception)	500.	
			$700.

III. P.R.

A. Placement of advertisements		
1. Orientations	1500.	
2. Arts of Asia	1500.	
3. Arts of California	1500.	
B. Design and typesetting	500.	
C. Mailer/ Mailing (x 10000)	4000./1000.	
		$10000.

IV. Meals

A. Cafe Lunch		
22 participants + ~20 AAM (2 x 42 x $15.)	1260.	
B. Morning		
1. Coffee, tea x 300 @ 1.50 each	450.	
2. Muffins x 300 @ 1.50 each	450.	
		$2160.

V. Packet (27pp. x 400)

1. 2 pp. agenda		
2. 11 pp. descriptions of sessions		
3. 11 pp. biographies of participants		
4. 2 pp. museum fact sheet		
5. 1 p. restaurant guide	700.	
		$700.

VI. Photography and supplies	500.	
		$500.
VII. Evening Reception	6000.	
		$6000.
VIII. Subtotal		$63391.
IX. Contingency (15%)		$10410.
X. GRAND TOTAL		$79800.

- 10K per A Lon

$70,000

25th Anniversary - Birthday Party
Saturday, June 8, 1991
Gruhn Court

Advertising

Triptych

Posters, Signage

Invitations - Commission, Foundation, Donors, Society for Asian Art, Museum Society Members, FAMSF Board, SFMOMA Board, Academy of Sciences Board, Exploratorium, Library Board, City Officials, Government Officials, Docents (approx. 10,000) $2000.

Newspaper Ads

Decor

Balloons	$2500.

Entertainment

SF School Children - Chorus, bands

Food

Birthday cake, punch, plates, napkins, forks (25,000 +)	$25,000.

Other

Security	2,000.
Janitorial	200.
Photography	300.
Contingency	3,000.

GRAND TOTAL:	$ 35,000.

Odyssey Expenses - Draft I
San Francisco Public Library
Monday, June 10, 1991
9 pm - 12 midnight

Printing

Save the Date Letters	$ 50.
Invitations, RSVP, Env, program	12,000.
Postage	4,500.

Catering

Champagne, desserts, full bars, floral decor rentals, labor (750 guests @ $30 ea)	22,500.

Decor

Trees	2,000.
Props	500.

Entertainment

P/A System, lighting + Generator	1,800.
Dance Music	2,500.

Other

Coat Check	80.
Valet Parking	750.
Photographer	350.
Security) Janitorial}	1000.
Lighting)	
Star Attraction	5000.
Contingency	3000.
TOTAL:	$ 56,030.

25th Anniversary - Closing Dinner
500 Guests
November 1, 1991

Printing

Save the Date Letters (500 - AAM stationery)	$ 50.
Invitations, RSVP cards, envelopes, program (10,000 on AAM logo stock)	7000.
Place Cards (500)	230.
Postage (.45 ea)	4500.

Catering

Cocktails (possibly donated wine, mineral water) Hors d'oeuvres, full bar Dinner ($75/person)	37,500.

Decor

Centerpieces (50 @ $40. ea)	2000.
Trees (no longer free from CCSF)	1500.
Props	1000.
Signage	250.

Entertainment

P/A System	75.
Lighting (12 cans, 1 tree)	300.
Dinner Music (dance band)	2500.

Other

Coat Check	80.
Valet Parking	600.
Photographer	300.
Security } Janitorial } Engineering}	2000.
Contingency	7000.

TOTAL:	$66,885.

Specific 25th Anniversary Expenses

Stationery (AAM Stationery + Silver anniversay logo per 20,000):	$5461.
Posters (10,000 - 23" x 26", 80# + foil + color)	9982.
Poster Distribution	2000.
Publicity and Advertising	100,000.
GRAND TOTAL:	$ 117.443.

[SF]

MINUTES

ASIAN ART COMMISSION

Tuesday, July 10, 1990 - 2:00 P.M.

Conference Room - Asian Art Museum

PRESENT:

Chairman Presiding: Mrs. Lewis Lowe
Vice Chairmen: James M. Gerstley
John F. Williams
Secretary: Mrs. Hart H. Spiegel

Hatsuro Aizawa
Mrs. Daniel Chu
Willard G. Clark
Mrs. Richard Dirickson, Jr.
Laura Enos
Warren W. Faus
Mrs. Theodore B. Lee
J. Sanford Miller
James E. O'Brien
Charles Hall Page
Mrs. Robert Seller

ABSENT:

Brook H. Byers
Alexander D. Calhoun
Roger J. Fleischmann
R. Gwin Follis
Thomas J. Klitgaard
Jong H. Lee
Donald R. Meyer
Richard F. Shelton
Anthony Sun
Deepa Thomas
Dr. Haydn Williams

DOCUMENTS DEPT.
AUG 13
SAN FRANCISCO PUBLIC LIBRARY

IN ATTENDANCE:

Mrs. Louis Handelman, President, The Society for Asian Art
Dr. Forrest Mortimer, Connoisseurs Council
Mrs. W. Robert Phillips, President, Board of Trustees, The Fine Arts Museums of San Francisco

Rand Castile, Director
Renona Brown, Controller

Robert M. Lindquist, Deputy Director for Development and Public Affairs
Clarence Shangraw, Deputy Director and Chief Curator
Lilia Villanueva, Director, Public Relations/Marketing
Margaret S. Lindsay, Executive Secretary

CALL TO ORDER:

The meeting of the Asian Art Commission was called to order at 2:05 P.M. by Chairman Alice G. Lowe, a quorum being present.

APPROVAL OF MINUTES:

The minutes of the May 1, 1990 meeting, having been mailed to all present, were approved unanimously.

CHAIRMAN'S REPORT:

Mrs. Lowe introduced and welcomed to the meeting J. Sanford Miller and Doris Lee who were recently nominated to the Commission. She announced there would be no executive session at the end of the meeting as planned because of insufficient information for the discussion.

The Museum Society - She advised that meetings are progressing with The Museum Society and the Fine Arts Museums regarding possible changes in the Society's relationship with the two museums.

Mayor's Arts Organizations Task Force - In response to two reports criticizing some of the major cultural institutions in the city for receiving city funds and failing to provide a multicultural representation on their boards, staffs and audiences, a task force was appointed by the Mayor with representatives of each institution and additional representatives appointed by the Supervisors. Mrs. Lowe was appointed to the task force by Supervisor Walker, although the Asian Art Museum was not listed as one of those institutions criticized and is in fact considered to be a role model with regard to acceptable representation. The final report of the task force has been completed and submitted to the Board of Supervisors.

c. **Resolution C90-038 - Commission/Foundation Christmas Party for Staff** - The following resolution was approved unanimously:

RESOLUTION C90-038

Christmas Party for Staff

WHEREAS, The 1989 staff Christmas party given by the Commission and Foundation, at a cost of approximately $1,500, was a huge success; now, therefore, be it

RESOLVED, That the Commission and Foundation will host a 1990 Christmas party for staff, to be financed by the Commission/ Foundation annual assessment fund, the date and location still to be determined.

d. **Annual Meeting and Luncheon - September 11, 1990** - With the new commission year beginning on August 1, there will be new committee assignments. The annual luncheon and meeting will take place on Tuesday, September 11, 1990 in the Qing classroom and will be a joint meeting with the Foundation.

e. **Other Informational Items** - A reception in honor of George Hopper Fitch will be held on Tuesday, July 17. Mr. Fitch has donated many of Indian miniature paintings to the Museum and at least twenty of the paintings will be displayed in the reinstallation of the Indian galleries.

DIRECTOR'S REPORT:

Mr. Castile announced that the annual performance reviews of two Deputy Directors have been completed; the third and final review is scheduled for completion within the week. The Deputy Directors have recently taken part in Civil Service training on the subject of performance evaluation and will in turn review those personnel under their supervision.

He reported the addition of one supervisory security position to the Fine Arts Museums' City budget and spoke of the present state budget crisis. The state senate has recommended a $15 million cut

in the California Arts Council's budget; however, the Governor has not yet agreed to this recommendation which is the equivalent of a 60% reduction. The state crisis is also expected to negatively impact the City's budget.

REPORT OF DEPUTY DIRECTOR, ADMINISTRATION: (Through Controller)

In the absence of the Deputy Director, Administration, the report was presented by Controller Renona Brown:

a. **Personnel Update** - A written personnel update had been previously mailed to all present prior to the meeting. In addition, Mr. Shangraw reported that the position of mountmaker has been filled by a fully experienced museum mountmaker who has specialized for the last three years in mounts for earthquake mitigation. Support for the first twelve months salary for the position has been granted by Sotheby's and the National Endowment for the Humanities.

b. **Facilities Update** - Ms. Brown advised that proposals for the seismic study of the main public library building have been requested by August 24 with the contract work scheduled to begin by the middle of November.

 Also discussed was the critical condition of the Museum's air handlers which are on the verge of collapse. The replacement of the air handlers was to have taken place as part of phase I of the HVAC system upgrading; however, because the seriousness of the asbestos problem was significantly underestimated, all of the funds intended for phases I and II have been consumed by the work accomplished in phase I. In addition, the City's budget for capital improvements has been greatly decreased because of priorities associated with earthquake repairs.

c. **Financial Report** - Ms. Brown gave a brief report of the projected financial status of the Museum at fiscal year end.

d. Resolution C90-040 - Approval of Policy Permitting Foundation Employees to Transfer Sick Leave and/or Vacation Credits to Catastrophically Ill Foundation Employees:

The discussion of this proposed policy included concerns about the difficulty of estimating with accuracy the cost of the program which could conceivably result in a wider use of sick time. In addition, the transfer of time from a lower paid employee to one with a higher salary would also involve a cost factor. Ms. Brown suggested the possibility of investigating an improved disability policy for Foundation employees which she estimated would probably entail the same costs. It was noted there are several protective elements in the plan and after further discussion, the following resolution was approved unanimously:

RESOLUTION C90-040

Approval of Policy Permitting Foundation Employees to Transfer Sick Leave and/or Vacation Credits to Catastrophically Ill Foundation Employees

WHEREAS, City employees are permitted to transfer sick leave and/or vacation credits to catastrophically ill City employees; and

WHEREAS, The Personnel Officer and Director recommend the establishment of a system that would permit Foundation employees to transfer sick leave and/or vacation credits to catastrophically ill Foundation employees; and

WHEREAS, Procedures for implementing such a policy were prepared by the Personnel Officer in consultation with private counsel and based on the City ordinance; now, therefore, be it

RESOLVED, That it is the policy that Foundation employees are permitted to transfer sick leave and/or vacation credits to catastrophically ill Foundation employees, on the same terms and with the same qualifications as City employees, insofar as feasible; and be it further

RESOLVED, That the proposed procedure for implementation of the policy allowing Foundation employees to transfer sick leave and/or vacation credits to catastrophically ill Foundation employees, a copy of which is attached, is approved.

Attachment

PROCEDURE FOR IMPLEMENTING POLICY ON TRANSFERRING SICK LEAVE AND/OR VACATION CREDITS TO A FOUNDATION EMPLOYEE WHO IS CATASTROPHICALLY ILL

A. DEFINITION OF CATASTROPHIC ILLNESS. In order to be declared catastrophically ill within the meaning of this policy, an employee must meet all of the following conditions:

i) the employee has sustained a life-threatening illness or injury;

ii) such illness or injury prevents the employee from returning to work for at least 30 days; and

iii) the employee has already exhausted all available paid sick, vacation, compensatory and in-lieu time.

B. ELIGIBILITY FOR RECEIPT OF TRANSFERS OF SICK LEAVE AND/OR VACATION CREDITS. An employee of the Asian Art Museum Foundation who is eligible to accumulate and use sick leave and vacation credits may receive transfers of sick leave and vacation credits, if the employee has been found to meet the definition of catastrophically ill as prescribed in Section A. This section only provides for receipt of such credits as are donated and does not provide for an absolute right of continued paid leave.

C. PROCEDURE FOR APPLICATION FOR CATASTROPHIC ILLNESS STATUS.

1. An employee must complete a prescribed application form and return it to the Asian Art Museum Foundation secretary together with supporting medical documentation. Blank application forms will be available from the secretary to the Foundation.

2. The Asian Art Museum Foundation or its designee shall examine the documentation supporting the application. The Asian Art Museum Foundation or its designee may ask the applicant to submit further documentation and/or to submit to examination by a physician that it designates to determine in fact that the applicant does suffer from a catastrophic illness within the meaning of this policy.

3. After the Asian Art Museum Foundation makes its determination on whether an illness is catastrophic within the meaning of this policy, it shall notify the employee and the Director of the Museum, and for vacation leave transfers, the Director must assent to the determination.

4. In order to continue to qualify as catastrophically ill, an employee who has been determined to be catastrophically ill may from time to time be required (i) to submit to specified examination and/or (ii) to supply further documentation of current medical status, as is necessary in the opinion in the Asian Art Museum Foundation or its designee in order to continue to qualify as catastrophically ill; provided, however, that such requests shall not be made for the purpose of harassing said employee.

5. If it is determined that an employee is not catastrophically ill, he/she shall have the right to appeal the decision through an administrative appeal process to be established by the Asian Art Museum Foundation. The Asian Art Museum Foundation shall provide the employee with a written letter setting forth the reasons for denial and the procedure for filing an administrative appeal. The administrative appeal rules shall be patterned after the rules that apply to employees of the City and County of San Francisco and will abide by the same time limitations. An employee whose application has been disapproved is not obligated to exhaust the administrative appeals process before reapplying, and instead the employee may reapply after observing a 30 day wait period from the date of the initial denial.

D. ELIGIBLITY TO TRANSFER SICK LEAVE AND/OR VACATION CREDITS. Any employee of the Asian Art Museum Foundation who is not catastrophically ill and who is eligible to accumulate and use vacation credits and sick leave may transfer sick leave and/or vacation credits to another employee of the Asian Art Museum Foundation subject to the following conditions;

i) the transferring employee must retain a minimum sick leave balance of 64 hours;
ii) transfers must be in units of 8 hours;
iii) all transfers are irrevocable;
iv) the transferring employee may transfer hours once per pay period per recipient;
v) the transferring employee may transfer a maximum of 80 hours per pay period and 480 hours per calendar year; and
vi) neither the transferring employee nor the the designated recipient may be in violation of Section H.

E. POSTING OF ELIGIBLE RECIPIENTS

1. The Asian Art Museum Foundation shall assign an exclusive number to each catastrophically ill employee deemed eligible to receive sick leave time and/or vacation credit transfers under these rules;

2. The Asian Art Museum Foundation shall maintain, reproduce, and post a running list of catastrophically ill employees, to be identified only by their special numbers, in order to let transferring employees designate a recipient;

3. The list may include the amounts of sick leave and vacation credits transferred or on reserve to each employee; and

4. In all cases, the Asian Art Museum Foundation and its designees shall make a reasonable effort to shield and protect the true identities of catastrophically ill employees and the right of employees to confidentiality protections.

F. RECEIPT OF TRANSFERRED SICK LEAVE AND VACATION CREDITS BY A CATASTROPHICALLY ILL EMPLOYEE

1. All hours transferred shall be credited as sick leave for the receiving employee. As they are used, they shall be treated as use of the recipient catastrophically ill employee's own sick leave for all purposes, including for continued accrual of vacation credits, sick leave, and retirement service; service for pay increments; and eligibility for holiday pay.

2. At the beginning of each pay period, a catastrophically ill employee must use all sick leave and vacation credits accrued during the previous pay period before using any transferred hours.

3. An employee who has been determined catastrophically ill may use transferred hours retroactively from the date of certification of eligibility back to the date of application.

4. A receiving employee may use transferred credits in a pay period to the extent that when combined with other compensation from the Foundation and all other benefits from his/her employment, the total does not exceed the pay for 100% of the employee's regularly scheduled hours for such pay period (excluding regularly scheduled overtime and premium pay). A receiving employee may be required to provide financial records to prove compliance with this subsection. Failure to provide such records is grounds for exclusion from eligibility to receive sick leave and vacation credit transfers pursuant to this section.

5. The maximum number of hours that can be transferred to an employee for any single catstrophic illness is 3,120.

G. CONFIDENTIALITY

1. All medical records submitted by an employee pursuant to this policy are to be kept confidential by the Asian Art Museum Foundation or its designee.

2. Until the Foundation has rendered its opinion pursuant to subsection C that the employee is catastrophically ill, the fact of an employee's application is to be kept confidential by the parties processsing the application and not shared with the Director of the Asian Art Museum.

3. The names of employees donating hours pursuant to this provision are to remain confidential.

4. Violation of the provisions of this subsection or any other relating to confidentiality protections shall be grounds for disciplinary action.

H. NO SELLING OR COERCION

1. No individual shall directly or indirectly solicit the receipt of, or accept, any compensation in full or partial exchange directly or indirectly, for sick leave or vacation credits to be transferred pursuant to this section.

2. No individual shall solicit the receipt of, or accept, the transfer of any sick leave or vacation credits pursuant to this section in full or partial exchange, directly or indirectly, for any compensation.

3. No individual shall threaten or in any way attempt to coerce an employee with respect to transfer of sick leave or vacation credits pursuant to this section.

4. Violation of the provisions of this subsection shall be grounds for disciplinary action.

I. LIMITATION. In undertaking the adoption and implementation of this policy, the Asian Art Museum Foundation is assuming an undertaking only to promote the general welfare. It is not assuming, nor is it imposing on its commissioners and employees and other employees of the Asian Art Museum, an obligation for breach of which it is liable in money damages to any person who claims that such breach proximately caused injury.

J. NOTICES. The Asian Art Museum Foundation shall insure that copies of the Procedure for Implementing Policy on Transferring Sick Leave and/or Vacation Credits to a Foundation Employee who is Catastrophically Ill and the Policy itself be distributed to all of their employees.

K. TERMINATION OF THIS POLICY. This policy may be cancelled at any time by the Asian Art Museum Foundation and shall expire upon (1) the effective date of an ordinance which succeeds San Francisco Ordinance No. 114-90 or the San Francisco Charter section providing for transfer of sick leave and vacation credits for employees of the City and County of San Francisco, or (2) upon the effective date of a San Francisco city ordinance or Charter section instituting a long-term disability program.

L. RETROACTIVE. This policy shall be effective retroactively to the date the relevant amendments to the San Francisco Charter were certified by the State of California.

e. Resolution C90-041 - Authorization for Staff to Negotiate Termination of 1988 Agreement with the National Museum of History:

The following resolution was approved unanimously:

RESOLUTION C90-041

Authorization for Staff to Negotiate Termination of 1988 Agreement with National Museum of History

WHEREAS, The Asian Art Museum entered into an agreement with the National Museum of History, Republic of China, in 1988 for publication of "The Art of Traditional Chinese Flower Arranging"; and

WHEREAS, There were 3,000 hardback and 2,000 softback copies of the catalog produced, of which 2,700 hardback and 170 softback copies remain; and

WHEREAS, The National Museum of History advanced $31,950 toward the out-of-pocket costs of the book, and the author, Mr. Huang, advanced $12,000 toward the cost of photography, author's fees and English translation; and

WHEREAS, The costs of having the catalog printed have been reimbursed in part from the proceeds from sales to date;

WHEREAS, Under the 1988 agreement, after recovering its cost of $10,700 for hard binding the copies, the Asian Art Museum is obligated to use the proceeds from the sale of the catalog to reimburse the National Museum of History and Mr. Huang; and

WHEREAS, The National Museum of History has expressed an interest in acquiring copies of the catalog for sale at the National Museum of History; and

WHEREAS, Management recommends that the Asian Art Museum offer to ship 2,000 copies of the hardback and 85 copies of the softback catalog to the National Museum of History, at their expense, in full settlement of the National Museum of

History and Mr. Huang's right to reimbursement for funds advanced pursuant to the 1988 agreement; now, therefore, be it

RESOLVED, That staff is authorized to endeavor to negotiate a termination of the Asian Art Museum's obligations under the 1988 agreement with the National Museum of History under substantially the same terms as described in the recitals.

REPORT OF DEPUTY DIRECTOR AND CHIEF CURATOR:

a. Resolution C90-042 - Authorizing the Director to Enter into a Contract with Harry N. Abrams, Inc. for the Publication of the "Masterworks of the Asian Art Museum" Catalogue:

At the request of Mr. Shelton, who was unable to attend the meeting, that consideration of this resolution be deferred until the matter could be discussed further by the budget review group, the resolution was tabled for the time being.

b. Exhibitions Update:

Mr. Shangraw presented an exhibitions update as follows:

- The Yani exhibition which closes on Sunday has done extremely well. Attendance figures have been estimated at 150,000 - 160,000.

- ~~The~~ The "Qing, the Master Potter" exhibition opened last week in Gruhn Court. Permanent track lighting fixtures were installed so the area can be used in the future as a permanent exhibition zone. Mr. Shangraw advised that three years ago the Museum initiated a conservation project using energy efficient, low volt, low heat fixtures as an experiment and found them to be very successful. As a result, a five-year program was launched devoting a certain percentage of the installation cost in each exhibition budget to upgrading the lighting system. 80% of that goal has been realized in three years and not one cent has been taken from the Foundation or the City to achieve that goal.

- The reinstalled India galleries will open tomorrow morning, totally funded by a grant from National Endowment for the Arts.

- "Bada Shanren, Noble Prince" will open in the Magnin Room in late August. The Magnin room has been reverted to its original intended use for special exhibitions.

- There will be a privately funded exhibition of some dozen Chinese carpets in Gruhn Court in the fall.

- In November the exhibition "Yokohama Prints" will open with total funding by Yamanouchi Pharmaceutical Co., Ltd. Advance publicity has appeared in the Times, the Smithsonian Magazine, and local newspapers.

- The catalogue for the Tibet exhibition is on schedule.

REPORT OF DEPUTY DIRECTOR FOR DEVELOPMENT AND PUBLIC AFFAIRS:

a. **Public Relations Report** - Ms. Villanueva provided a brief report on the achievements of her department with regard to publicity for the Yani and Qing exhibitions. In addition, she advised that advertisements for Bada will appear in August issues of magazines and in the pink section of the Sunday newspaper just before the exhibition opens. Humanities West, a sponsor of a portion of the show, is doing its own publicity.

Although there is no publicity budget for the Yokohama exhibition, the Sackler has done most of the footwork and, hopefully, the show will attract the interest of a majority of the art critics in northern California since the Asian Art Museum is the only west coast venue for the exhibition. Ms. Villanueva is working with her colleagues at the Los Angeles County Museum where the exhibition will go when it leaves San Francisco to work out some joint statewide publicity.

The Director complimented Ms. Villaneuva on her work for the Museum and especially for her success in securing national and international television time for Yani on Sesame Street, the Peter Jennings show and CNN.

b. **Development Update** - Mr. Lindquist referred to the written development report for fiscal year end, explaining that the deficit in corporate gifts is attributed to the loss of the development officer of corporate gifts. A replacement for that position is anticipated by August.

The Yani shop's estimated gross is approximately $172,000; the final figures will be available shortly.

A revised proposal will be submitted to the Haas Fund for consideration at their September meeting. Their most important requirement is a firm indication of substantial financial participation on the part of the Museum's boards.

An annual report will be produced by the Development Department and will consist of reports from the Director on the year's events, the Controller on the financial condition of the organization, and the Chief Curator on curatorial achievements, as well as a list of principal donors.

The Public Relations Department will initiate a mini holiday mail catalog which will offer a limited number of items to friends of the Museum.

A recent presentation was given to the executive committee of the Japanese Chamber of Commerce by Commissioners Fleischmann and Aizawa, Curator of Japanese Art Kakudo and Mr. Lindquist.

COMMITTEE REPORTS:

a. **Ad Hoc Preliminary Planning Committee** - Chairman Williams commented briefly about the upcoming July 24 committee meeting which will feature a presentation on the visual arts center at Yerba Buena Center, by Alan Kawasaki, Project Architect of Robinson Mills and Williams, and Jun Aoki, Design Architect of Maki and Associates. He urged everyone to attend the presentation and stressed the importance of greater participation in these events by members of the Commission so they will be better equipped to make the decisions that will be necessary in the coming months.

b. **Acquisitions and Loans Committee** - Chairman Seller announced that the Acquisitions and Loans Committee will meet next on July 31.

c. **Connoisseurs Council** - Dr. Mortimer advised that the Council had anticipated a trip to Hong Kong to coincide with Christie's auction and the opening of an exhibition on Chinese bronzes. However, since the Bada Shanren symposium will be held at the same time, the Council will not organize a trip but will inform members of the events and encourage those that might be traveling in the area to take advantage of them. The annual luncheon will be held at Joan and Glenn Vinson's home. There are presently 84 paid members in the Council.

d. **Exhibitions Committee** - Chairman Spiegel noted that the Exhibitions Committee's next meeting will be on July 17. A subcommittee has been formed to work on the Tibet Exhibition.

e. **Korean Development Committee** - Director Castile remarked that this committee is a very active group working in support of the department of Korean art in terms of programming, acquisitions, and the reinstallation of galleries. Dr. Kumja Kim, Curator of Korean Art, is presently in Korea on a fellowship given by the Korean Cultural Society of Seoul, headed by the former Minister of Culture.

f. **Marketing Committee** - The Marketing Committee is considering a proposal for a public relations group to assist the Public Relations Department in expanding the Museum's exposure and especially to work on the Museum's 25th anniversary celebration. This will be followed by the selection of an advertising agency in a continuing effort to expand support in the area of communications hopefully without cost. Primo Angeli is working on a 25th anniversary version of the logo and a poster.

f. **Nominating Committee** - Chairman Spiegel announced the committee's recommendation of the nomination of Glenn Vinson to replace Commissioner Carl Gustavson who has resigned. She commented that Mr. Vinson has a financial background and has become very active in Museum activities. He is also an

enthusiastic and knowledgeable collector of Asian art. The Commission will cast its vote at the next meeting.

h. **Public Programs Committee** - Chairman Faus announced that the Public Programs Committee will meet on July 24. He reported that the public programs built around the Yani exhibition saw a record attendance in a variety of school related programs. Over 7300 children attended special tours; more than 10,000 children's activities books were distributed; 8500 children viewed the video which attracted an enormous audience of adults as well.

He called attention to the summer film festival which is held at 1:00 P.M. on Saturdays in July and August and is devoted to Japanese, Vietnamese, Indian and American films on women. He also mentioned the following events:

- The August 1 Cambodian music program and lectures have been sold out, but the musicians have agreed to stay on and repeat the performance on August 2.
- A Javanese music and puppets program is scheduled for September providing the money is available.
- In October 5 and 6, the Humanities West symposium on Bada Shanren takes place.
- In October the teachers workshops will be built around the Yokohama prints show.

Director Castile remarked that the Asian Art Museum's Education Department is ranked as one of the two or three best among all of the museums in the United States and is considered a leader in every respect. The outreach program is the model that the California Arts Council uses in the state of California. The department has also produced two national and international award winning video tapes. Mr. Faus commented that these programs are vital to the museum and urged all to give these programs the support they deserve.

Mrs. Lowe thanked Mr. Faus for his valuable contribution to the Museum as a Commissioner for the past six years during which time he served as Chairman of the Commission. Mr. Faus will have completed his second term of office in July.

REPORTS FROM AFFILIATED GROUPS:

a. **The Fine Arts Museums of San Francisco** - Mrs. Phillips described the difficulties the Fine Arts Museums are experiencing with a proposed exhibition of Dutch 17th century old masters because of the corporate sponsor's activity in South Africa. She advised the Board passed a resolution in June confirming the retention of the show on the schedule and that a different sponsor would be sought.

c. **The Museum Society** - There was no report from The Museum Society.

d. **The Museum Society Auxiliary** - There was no report from the Museum Society Auxiliary.

e. **The Society for Asian Art** - Mrs. Handelman reported that the Society board voted to donate $20,000 toward the 25th Anniversary Celebration publication. She commented that the Society predates the Museum and was very much involved in bringing the collection to San Francisco and therefore feels very close to the Museum. The Society's next program is scheduled for tomorrow evening on the subject of Thai textiles and costumes.

PUBLIC COMMENT:

At this time, members of the public were invited to address the Commission on items within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total Testimony to thirty minutes.

There was no public comment at this time.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 3:15 P.M.

AGENDA

JOINT ANNUAL MEETING

DOCUMENTS DEPT.
SEP 1990
SAN FRANCISCO
PUBLIC LIBRARY

ASIAN ART COMMISSION

ASIAN ART MUSEUM FOUNDATION

Tuesday, September 11, 1990 - 2:00 P.M.

Qing Classroom, First Floor - Asian Art Museum

There will be an opportunity for public testimony before action is taken on any agenda item.

1. Call to Order

2. Approval of Minutes of July 10, 1990 Commission Meeting

3. Approval of Minutes of August 7, 1990 Foundation Meeting

4. Chairman's Report

 a. Annual Reports - Asian Art Commission, Asian Art Museum Foundation
 b. Resolution C90-059 - Approval of Commission Meeting Schedule for 1990-91
 c. Resolution F90-029 - Approval of Foundation Meeting Schedule for 1990-91
 d. Museum Society Task Force
 e. Other Informational Items

5. Director's Report

6. Report of Deputy Director, Administration

 a. Personnel Update
 b. Facilities Report
 c. Approval of Resolution F90-031 - Authorized Check Signatures - R. Brown
 d. Financial Report and Approval of Revised Annual Budget
 e. Report on Earthquake Damage Reimbursement
 f. Update on Planning Process
 g. Other Informational Items

7. Report of Deputy Director and Chief Curator

 a. Exhibitions Update
 b. Other Informational Items

Agenda
Joint Commission and Foundation Annual Meeting
September 11, 1990

8. Development Report

9. Committee Reports

 a. Ad Hoc Planning Committee
 b. Ad Hoc 25th Anniversary Committee
 c. Acquisitions and Loans Committee
 d. Connoisseurs Council
 e. Exhibitions Committee
 f. Korean Development Committee
 g. Marketing Committee:
 (1) Resolution C90-060 - Approval of Contract to Produce 1992 Calendar Weekly Engagement Calendar
 (2) Resolutions C90-061 and F90-032 - Authorizing a Commitment of up to $30,000 for the Purchase of the 1991 Weekly Engagement Calendar and Asian Art Museum Address Book
 h. Nominating Committee:
 (1) Resolution F90-030 - Acceptance of Resignation of Trustee Warren W. Faus
 (2) Resolutions C90-062 and F90-033 - Election of M. Glenn Vinson to the Office of Treasurer of Commission and Foundation
 (3) Resolution C90-063 - Renomination of Commissioners
 (4) Submission of Nominee to Commission
 i Public Programs Committee
 j. Other Committee Reports as Needed

10. Other Business

11. Reports from Affiliated Groups

 a. Fine Arts Museums
 b. The Museum Society
 c. Museum Society Auxiliary
 d. Society for Asian Art
 e. Docent Council

12. Public Comment - At this time, members of the public may address the Commission on items that are within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

13. Adjournment

ASIAN ART COMMISSION

RESOLUTION C90-059

Approval of Meeting Schedule - 1990-91

RESOLVED, That the attached meeting schedule for 1990-91 is hereby approved by the Asian Art Commission.

Attachment

September 11, 1990

ASIAN ART COMMISSION

MEETING SCHEDULE - 1990-91

The Asian Art Commission's Meeting Schedule for 1990-91 is indicated below. Unless otherwise notified, all meetings will be held in the Commission Conference Room on the second floor of the Asian Art Museum, Golden Gate Park, San Francisco

Executive Committee	October 2, 1990	10:30 A.M.
Full Commission	November 6, 1990	2:00 P.M.
Executive Committee	December 4, 1990	10:30 A.M.
Full Commission	January 8, 1991	2:00 P.M.
Executive Committee	February 5, 1991	10:30 A.M.
Full Commission	March 5, 1991	2:00 P.M.
Executive Committee	April 2, 1991	10:30 A.M.
Full Commission	May 7, 1991	2:00 P.M.
Executive Committee	June 4, 1991	10:30 A.M.
Full Commission	July 9, 1991	2:00 P.M.
Executive Committee	August 6, 1991	10:30 A.M.
Annual Meeting	September 10, 1990	2:00 P.M.

ASIAN ART MUSEUM FOUNDATION

RESOLUTION F90-029

Approval of Meeting Schedule - 1990-91

RESOLVED, That the attached meeting schedule for 1990-91 is hereby approved by the Asian Art Museum Foundation.

Attachment

September 11, 1990

ASIAN ART MUSEUM FOUNDATION

MEETING SCHEDULE - 1990-91

The Asian Art Museum Foundation's Meeting Schedule for 1989 is indicated below. Unless otherwise notified, all meetings will be held at 12:00 Noon in the Commission Conference Room on the second floor of the Asian Art Museum, Golden Gate Park, San Francisco.

Full Foundation	October 2, 1990
Executive Committee	November 6, 1990
Full Foundation	December 4, 1990
Executive Committee	January 8, 1991
Full Foundation	February 5, 1991
Executive Committee	March 5, 1991
Full Foundation	April 2, 1991
Executive Committee	May 7, 1991
Full Foundation	June 4, 1991
Executive Committee	July 9, 1991
Full Foundation	August 6, 1991
Annual Meeting	September 10, 1991

M E M O R A N D U M
September 3, 1990

TO: Members, Asian Art Commission
Trustees, Asian Art Museum Foundation

FROM: Judith L. Teichman
Deputy Director, Administration

SUBJECT: Progress Report on Administration and Operations Activities for Annual Meeting.

A number of projects have been completed and still other projects or activities begun in the areas covered by administration and operations since the last annual meeting. They include:

CAPITAL IMPROVEMENTS:

* Heating, Ventilating and Air Conditioning System: The City has funded installation of new boilers and chiller (including the required asbestos abatement) and installation of doors between the de Young and the Asian to help retain the conditioned air in the Asian. The City's current financial straits precluded obtaining the additional funds needed to replace the airhandlers - in part because of the expense of the necessary asbestos abatement work. This is unfortunate as the airhandlers are functioning at a fraction of capacity and a couple of them are expected to expire at any moment.

* Exhaust Fume Hood: An exhaust fume hood system was finally installed (after 8 years of delay) in the conservation wet and dry labs and the photo lab.

* Perimeter Security Devices: The City is installing rolldown security blinds for the basement offices. When this project is completed, the perimeter security hardware should finally be in place.

* Other Construction Work: Conversion of the Magnin Room to temporary exhibition galleries was completed with a combination of City funds (for asbestos abatement and electrical and HVAC ducts) and money from the planning process. Plant funds have also been used to create a classroom/conference room on the first floor and additional offices on the second floor.

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BUDGET AND FINANCE:

* Monthly Financial Statements: Controller Renona Brown completed installation of the third phase of the automated financial reporting system and accounting is now preparing monthly financial statements.

* Preliminary Combined Operating Budget: The revenue side of the operating budget will be impacted seriously by an inadvertent cut of $41,600 from the City budget, a large drop in membership income from the Museum Society and other possible shortfalls. All departments have been asked to propose cuts for consideration by the Director. In the meantime, travel has been cut by 50% and a hiring freeze instituted until more information is available and a revised budget prepared.

COLLECTIONS MANAGEMENT AND EARTHQUAKE INSURANCE:

* Physical Inventory and Automation of Collections Records: A City-funded Senior Registrar, Marilyn O'Keefe, joined the staff in May. Shortly thereafter, the Asian was awarded an Institute of Museums Services grant of $75,000 to fund a physical inventory of the collection and establishment of an automated collections information management system. The physical inventory is to start shortly - an extremely important step forward in our continuing efforts to improve collections care and management. Because of the importance of this step, a copy of the plan for these projects is being circulated separately.

* Earthquake Damage Claim: The Asian's claim for earthquake damage to the collection, assembled largely by Registrar Barbara Geib, was submitted to the carrier on July 5, along with that of the Fine Arts Museum. As a result of an initial meeting of staff and the insurance adjuster, Conservation is verifying and adjusting the estimates for repair of the damaged objects which may result in an amended claim for repair costs which can then be paid in a lump-sum. This past week, the City's Insurance Risk Manager, Keith Grand, has negotiated an advance payment of $1 million toward the combined claims of the FAM and the AAM. Allocation of the funds will be worked out between Keith, FAM and the AAM.

* Temporary Investment of Earthquake Insurance Proceeds: Given the size of the Asian's claim for loss of value to the art (about $2.7 million) Dave Fong, the City's Assistant Controller, has agreed that the Controller's Office will accrue to the Asian's "art trust fund" on deposit with the City the Asian's share of the City's earnings on its equity holdings.

HEALTH AND SAFETY:

* Hazardous Materials Storage Permit: Sherin Cole, our Operations Coordinator, is finishing a draft of a required Hazardous Material Storage Permit Application for review by the City's Department of Public Health. When an approved plan is in place, the Asian will receive a permit to store hazardous materials used in the Asian. The departments primarily affected are conservation, engineering, photo lab and the preparator's shop.

* Emergency Plan: Again, Sherin is well along in preparation of an emergency plan for the Asian. Section monitors, and their backups, have been designated and recently participated in a two afternoon course in first aid/CPR training. First aid supplies, including oxygen and eye wash stations, have been added in various locations.

* Respirator Program: A draft of a program for the care and use of respirators as required when working with toxic materials will be ready for submittal to the Department of Public Health for review shortly.

PERSONNEL:

* Permanent Personnel Officer: The Asian has taken a significant step in recognizing the importance of the personnel function with the appointment of a permanent part-time personnel officer, Valerie Pechenic.

* Employee Manual: Mori Noguchi, who served as the acting personnel officer for several months, is finishing up an employee handbook. It is in the final review stages and should be done this fall.

* Employee evaluations: Civil Service personnel conducted a brief training session on employee evaluations this spring. Rand Castile recently completed his evaluations of the two deputies who are now to evaluate the people they supervise.

PLANNING:

* Short-term planning: Faced with insufficient funds for all of the projects under consideration, department heads met with Rand in July and agreed on the priorities for use of funds. From the staff perspective, the top three priorities are retention of existing staff, reinstallation of the galleries and presentation of the Tibet Exhibition.

* Planning for the "Asian at the Civic Center:" A plan for planning for the Asian at the Civic Center was approved by the Commission and Foundation at their December, 1989 meetings. Pursuant to that plan, consultants were selected to assist with developing a long-range plan for the Asian, preparation of an architectural space program for the new museum, and selection of the architect for the project. On these activities generally, see the report of the Ad Hoc Planning Committee.

* Compliance with Brundage Safe Keeping, Care and Display Requirements. With input from other departments, the planning assistant, Jennifer Roundy-Vickers, has concentrated on preparing a description of what staff, equipment, training, and materials and supplies are needed to meet the requirements in the Brundage contracts that the City provide the funds to keep the collection safely and to maintain and display it. This is yet another piece in the jig-saw puzzle that will constitute our long-range plan.

* Seismic Strengthening Study of Main Public Library: Staff has organized and is executing a process for selecting the consultants to prepare the seismic strengthening study of the existing Main Public Library Building using City seismic bond proceeds. The work is being coordinated with the City's Department of Public Works.

ASIAN ART MUSEUM
OF SAN FRANCISCO

To: Judith L. Teichman
Deputy Director for Administration

From: Valerie Pechenik
Personnel Officer

Subject: Personnel Update

Date: August 30, 1990

EXHIBITIONS AND PREPARATIONS DEPARTMENT

Allan Barna has tendered his resignation from his position of Museum Preparator effective September 4, 1990. Since the position is permanent Civil Service, a requisition has been submitted to fill the vacancy through the existing Civil Service eligible list; eligibles will be interviewed and a selection made at the beginning of September.

REGISTRATION

Recruitment has been conducted for two temporary part-time Inventory Helpers for a twelve week period to assist with a comprehensive inventory of the collection. These positions will be funded by a General Operating Support Grant from the Institute for Museum Services. Applications were reviewed and four applicants were interviewed. Selection will be made so that the two new employees can begin working with the Registrars on the inventory project beginning September 12, 1990.

DEVELOPMENT DEPARTMENT

Bob Lindquist, the Deputy Director for Development, has left his position effective August 24, 1990.

ADMINISTRATION

Recruitment has been conducted for the vacant Foundation-funded position of Receptionist/Typist for the Administration Support Unit. Applications have been received and reviewed. Interviews

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have not been scheduled due to the August 23 memo from the Director indicating a hiring freeze pending the resolution of budgetary problems. The Receptionist position handles all incoming phone calls and receives all visitors to the museum offices, in addition to providing typing support to the staff. Currently the services of a temporary secretarial agency are being utilized to fill the position. However, this is at considerable expense and disruption to the museum.

GENERAL PERSONNEL ADMINISTRATION

The Director has completed his performance evaluation of the Deputy Director for Administration and the Deputy Director/Chief Curator. Subsequent performance evaluations for the department heads and the balance of the staff are to be scheduled by the respective Deputy Directors.

The Employee Handbook is being finalized by Mori Noguchi and continues to be held up temporarily pending clarification of various personnel policy items.

As the new Personnel Officer, I am in the process of acquainting myself with the staff and the museum operations. My immediate goal is to develop and implement a personnel program which includes the centralization of personnel records, the orientation of all new employees, exit interviews, and the establishment of documented procedures for hiring, beginning with a Request for Approval form through recruitment, examination, selection and the initiation of personnel records.

ASIAN ART MUSEUM
OF SAN FRANCISCO

August 31, 1990

MEMORANDUM

TO: Judith Teichman, Deputy Director

FROM: Sherin S. Cole, Operations Coordinator

SUBJECT: Facilities Report

GLASS DOORS

The volunteers at the information desk are currently observing the proper/improper usage of the glass doors and completing a survey, which will continue through September. Results will be available by the end of September.

HVAC

Awaiting bid on heater/feeder system repair. Other repairs dependent upon funds available.

EARTHQUAKE DAMAGES

The replacement of the damaged slate tile at the entry to the Museum is scheduled for demolition on Monday, September 17th, setting bed on Tuesday, September 18th, set slate on Monday, September 24th, grout and job completion on Tuesday, September 25th.

MAGNIN ROOM

Job completed.

ADDITIONAL SECOND FLOOR OFFICES

On hold.

MISCELLANEOUS PROJECTS

DPW has been work ordered to paint the Conservation Department, including the hallway and the dressing room area of the Trustees' Auditorium. The DPW Lock Shop is also work ordered to rekey the Museum, at which time new keys will be issued and recipients will be required to sign for their keys.

THE AVERY BRUNDAGE
COLLECTION

GOLDEN GATE PARK
SAN FRANCISCO
CALIFORNIA 94118
CABLE ASIANART
FAX (415) 668-8928
PHONE (415) 668-8921

ASIAN ART MUSEUM FOUNDATION

RESOLUTION F90-031

Authorized Check Signatures

RESOLVED, That all checks of the Asian Art Museum Foundation, with the exception of checks written against the Cafeteria Plan Trust Account, must bear two authorized signatures unless, in some exceptional circumstances, it is impossible to obtain the second signature, in which case a letter must be sent to the bank explaining the reason for only one signature. No authorized staff member or Trustee may sign checks for their own benefit. All Trustees are authorized to cosign checks along with a prime signer of the Foundation. Prime signers are as follows:

Brook H. Byers, Acting Chairman
Neil D. Chaitin, Vice Chairman
James M. Gerstley, Vice Chairman
M. Glenn Vinson, Treasurer
Richard F. Shelton, Trustee
Alice G. Lowe, Trustee Ex officio

Pursuant to Resolution F89-018 checks written against the Cafeteria Plan Trust Account by the Plan Administrator need bear only the facsimile signature of the Plan Administrator.

Paychecks up to $1,000

Judith L. Teichman and Clarence Shangraw together, or either one with Rand Castile or Renona Brown. All paychecks exceeding $1,000 must be signed by either Renona Brown and/or Rand Castile, together, or with an authorized Trustee.

Any Check up to $10,000

Rand Castile and Renona Brown together, or either one with a second prime signer; or in the absence of Rand Castile, either Clarence Shangraw or Judith L. Teichman together with Renona Brown; or in the absence of Renona Brown, Judith L. Teichman and Rand Castile together; or in the absence of both Rand Castile and Renona Brown, Judith L. Teichman and Clarence Shangraw together.

Checks over $10,000 up to $15,000

Rand Castile or Renona Brown or Judith L. Teichman along with a prime signer of the Foundation.

Asian Art Museum Foundation
Resolution F90-031
Authorized Check Signatures
September 11, 1990

Checks over $15,000 up to $25,000

One of the above prime signers along with a second authorized Trustee.

Checks over $25,000

Checks over $25,000 must be approved and signed preferably by two Officers, or approved by one Officer and signed by the Officer and one of the above prime signers. Officers of the Foundation are as follows:

Brook H. Byers, Acting Chairman
Neil D. Chaitin, Vice Chairman
James M. Gerstley, Vice Chairman
M. Glenn Vinson, Treasurer
Mrs. William R. Hambrecht, Secretary

September 11, 1990

September 4, 1990

MEMORANDUM

TO: Judith Teichman

FROM: Sherin S. Cole

SUBJECT: Insurance Coverage

Per your request, the following information is provided:

1. Our current Fine Arts Insurance for our collection is $50,000,000, which is carried by the City and County of San Francisco.

2. Our Employee Benefits Liability Coverage is $100,000 each claim and $100,000 aggregate on a claim made basis. This covers the Foundation which would legally be required to pay from any claim made against them by any employee or former employee due to negligence.

3. Attachment "A" is a breakdown of our Business Personal Property and General Liability Insurance.

4. Attachment "B" is a declaration of our Directors and Officers Indemnity Policy.

Attachments

Attachment A

POLLAK INSURANCE
22 BATTERY STREET
SUITE 408
SAN FRANCISCO, CA 94111
TEL: (415) 398-8088
FAX: (415) 398-6744

08/30/90

Asian Art Museum Foundation
c/o Avery Brundage Collection
Golden Gate Park
San Francisco, Ca. 94118

Attention: Sherin Cole

Dear Ms. Cole:

The following is a breakdown of the insurance you have with our office:

Policy Number: FA LA 77029
Policy Period: 10/1/89 to 10/1/90
Company : Commercial Union

Type of Insurance: Business Personal Property and General Liability

Description: $200,000. business personal property with a $250. Deductible for various office funishings for fire, vandalism, personal property of others $5,000., Valuable papers $15,000., Loss of Income $100,000. and Employee Dishonesty $10,000. with a $250. Deductible. General Liability and Personal Injury at $1,000,000. Replacement Cost applies to Personal Property. There is no coverage for flood or earthquake.

Annual Policy Premium: $1,213.01.

You also have a policy for the computer hardware and software including loss of income and extra expense as follows:

Hardware: $105,342., $30,000. in transit with a $500. Deductible at 90% co-insurance. Software $30,000., $30,000. while in transit with a $500. Deductible. Extra expense $30,000. and business income $30,000. Annual Premium: 762.55

The above is not intended to be a full explanation of your coverages. Policy exclusions and conditions apply.

Very truly yours,

Kathy A. Farrell

Attachment "B"

DECLARATIONS
DIRECTORS AND OFFICERS AND ORGANIZATIONS REIMBURSEMENT INDEMNITY POLICY

UNDERWRITERS AT LLOYD'S LONDON
and British Companies
per attached Addendum A.

POLICY NO. NP 07038

OTICE: THIS POLICY SUBJECT TO ITS TERMS APPLIES ONLY TO ANY "CLAIM" (AS EFINED HEREIN) MADE AGAINST THE DIRECTORS AND OFFICERS DURING THE POLICY ERIOD. THE LIMIT OF LIABILITY AVAILABLE TO PAY DAMAGES OR SETTLEMENTS HALL BE REDUCED AND MAY BE EXHAUSTED BY AMOUNTS INCURRED AS "COSTS, HARGES AND EXPENSES" (AS DEFINED HEREIN) AND "COSTS, CHARGES AND EXPENSES" HALL BE APPLIED TO THE RETENTIONS. THIS POLICY DOES NOT PROVIDE FOR ANY UTY BY UNDERWRITERS TO DEFEND THOSE INSURED UNDER THE POLICY.

hese Declarations along with the completed signed Application, including ttachments, and the Policy with Endorsements shall constitute the contract etween the Organization, its Directors and Officers and Underwriters.

tem A Parent Organization: ASIAN ART MUSEUM FOUNDATION

Principal Address: GOLDEN GATE PARK
SAN FRANCISCO, CALIFORNIA 94118

tem B Policy Period:
From January 13, 1988 to January 13, 1989
(12:01 A.M. Standard Time at Principal Address Stated hereof)

tem C Limit of Liability: $5,000,000 in the aggregate each Policy Year.

tem D Retention: $500 each Claim; provided, however, that if Loss exceeds $500 on any single Claim, no retention shall apply to such Claim.

tem E Premium: $7,286.

tem F Premium for Optional Extension Period: 60% of the total premium as provided in Clause VIII., to be paid only if the eligibility requirements are met and the option is exercised.

tem G Form numbers of endorsements attached at issuance: NMA 1256
IF 938 - C,D,E,F,S,T,U.

ate of Issue: February 9, 1988 By
IF 938 AUSCO, INC.

ASIAN ART COMMISSION

RESOLUTION C90-060

Approval of Contract to Produce the 1992 Weekly Engagement Calendar

WHEREAS, Universe Publishing, Inc., which produced the 1989 and 1991 weekly engagement calendars featuring the objects from the Asian collection, desires to enter into contract with the Museum to produce the 1992 weekly engagement calendar featuring floral motifs from the Asian collection; and

WHEREAS, Universe Publishing, Inc. desires to enter into contract with the Museum to produce an address book featuring floral motifs from the Asian collection,to be produced simultaneously with the 1992 engagement calendar; and

WHEREAS, The Director and Chief Curator approve of the quality of work performed by Universe Publishing, Inc.; and

WHEREAS, The agreement includes a 10% royalty payment to the Museum by Universe Publishing, Inc. on all net sales of the 1992 calendars and address books; and

WHEREAS, The agreement allows purchase by the Museum at 60% discount of the 1992 calendars and address books for a minimum order of 2,500 copies of each item for direct mail sales to membership and corporate supporters and promotional use; and

WHEREAS, The Marketing Committee has recommended entering into the agreement with Universe Publishing, Inc.; now, therefore, be it

RESOLVED, That the Commission authorizes staff to enter to an agreement with Universe Publishing, Inc. to produce and distribute a 1992 weekly engagement calendar and address book featuring floral motifs from the Asian collection.

September 11, 1990

ASIAN ART COMMISSION

RESOLUTION C90-061

Authorizing a Commitment of up to $30,000 for the Purchase of the 1992 Weekly Engagement Calendar and Asian Art Museum Address Book

WHEREAS, Universe Publishing, Inc. has produced the very successful 1989 and 1991 weekly engagement calendars for the Asian Art Museum; and

WHEREAS, the Asian Art Commission has approved a contract with Universe Publishing, Inc. to produce a 1992 weekly engagement calendar featuring floral motifs from the Asian Art collection and an address book featuring the same theme; and

WHEREAS, The weekly engagement calendar, sold internationally through Universe's distribution centers and to an increasing number of Museum supporters in the corporate world, is a successful means of gaining visibility for the Museum and its collections; and

WHEREAS, The address book will be sold and distributed through the same channels as the weekly calendar; and

WHEREAS, The Museum will receive royalty payments of 10% of net profit from the sales of all calendars and address books by Universe Publishing, Inc.; and

WHEREAS, The Museum will sell on its own a limited number of calendars and address books through direct mail to Museum membership and corporate supporters and use some for promotion; and

WHEREAS, The Asian Art Museum will be obligated to purchase a minimum of 2,500 weekly calendars and 2,500 address books at 60% discount or approximately $5.60 per calendar and $4.60 per address book; and

WHEREAS, The Museum will sell 1,080 calendars @ $10 (to corporate orders) and 500 calendars @ $6.40 (to Museum Stores) to break even on the cost of purchase; and

WHEREAS, The Museum realized net sales of $25,100 for the same amount of calendars purchased in 1989; therefore be it

RESOLVED, That the Asian Art Commission authorizes staff to purchase the 1992 weekly engagement calendar and address book, both featuring floral motifs from the Asian collection; and be it further

RESOLVED, That the Asian Art Commission authorizes the obligation of an amount not to exceed $30,000 for the purchase of 1992 Asian Art Museum weekly engagement calendars and address books.

September 11, 1990

ASIAN ART MUSEUM FOUNDATION

RESOLUTION F90-032

Authorizing a Commitment of up to $30,000 for the Purchase of the 1992 Weekly Engagement Calendar and Asian Art Museum Address Book

WHEREAS, Universe Publishing, Inc. has produced the very successful 1989 and 1991 weekly engagement calendars for the Asian Art Museum; and

WHEREAS, the Asian Art Commission has approved a contract with Universe Publishing, Inc. to produce a 1992 weekly engagement calendar featuring floral motifs from the Asian Art collection and an address book featuring the same theme; and

WHEREAS, The weekly engagement calendar, sold internationally through Universe's distribution centers and to an increasing number of Museum supporters in the corporate world, is a successful means of gaining visibility for the Museum and its collections; and

WHEREAS, The address book will be sold and distributed through the same channels as the weekly calendar; and

WHEREAS, The Museum will receive royalty payments of 10% of net profit from the sales of all calendars and address books by Universe Publishing, Inc.; and

WHEREAS, The Museum will sell on its own a limited number of calendars and address books through direct mail to Museum membership and corporate supporters and use some for promotion; and

WHEREAS, The Asian Art Museum will be obligated to purchase a minimum of 2,500 weekly calendars and 2,500 address books at 60% discount or approximately $5.60 per calendar and $4.60 per address book; and

WHEREAS, The Museum will sell 1,080 calendars @ $10 (to corporate orders) and 500 calendars @ $6.40 (to Museum Stores) to break even on the cost of purchase; and

WHEREAS, The Museum realized net sales of $25,100 for the same amount of calendars purchased in 1989; therefore be it

RESOLVED, That the Asian Art Museum Foundation authorizes the obligation of an amount not to exceed $30,000 for the purchase of 1992 Asian Art Museum weekly engagement calendars and address books.

September 11, 1990

ASIAN ART MUSEUM FOUNDATION

RESOLUTION F90-030

Acceptance of Resignation - Warren W. Faus

WHEREAS, Trustee Warren W. Faus has submitted his resignation to the Asian Art Museum Foundation; now, therefore, be it

RESOLVED, That the members of the Foundation accept Mr. Faus' resignation with great regret and extend to him their sincere appreciation for his dedication to the Museum throughout the years and his invaluable contributions to the Foundation and the Commission.

September 11, 1990

ASIAN ART COMMISSION

RESOLUTION C90-062

Election of M. Glenn Vinson to the Office of Treasurer of the Asian Art Commission

WHEREAS, Commission Treasurer, Richard F. Shelton, has completed his term as Asian Art Commissioner and has chosen not to be renominated; and

WHEREAS, The Asian Art Commission at its meeting of August 7, 1990 nominated M. Glenn Vinson to the Commission; and

WHEREAS, The Nominating Committee has nominated Mr. Vinson to fill the vacated office of Treasurer; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby elects Commissioner M. Glenn Vinson to the office of Treasurer of the Commission for the balance of the vacated term of office, ending July 30, 1991.

September 11, 1990

ASIAN ART MUSEUM FOUNDATION

RESOLUTION F90-033

Election of M. Glenn Vinson to the Office of Treasurer of the Asian Art Museum Foundation

WHEREAS, Richard F. Shelton has resigned the office of Treasurer of the Asian Art Museum Foundation; and

WHEREAS, The Nominating Committee has nominated M. Glenn Vinson to fill the vacated office of Treasurer; now, therefore, be it

RESOLVED, That the Asian Art Museum Foundation hereby elects Trustee M. Glenn Vinson to the office of Treasurer of the Foundation.

September 11, 1990

ASIAN ART COMMISSION

RESOLUTION C90-063

Renomination of Commissioners

WHEREAS, The following Commissioners have each completed a three-year term as of July 31, 1989:

Alexander D. Calhoun
Laura J. Enos
R. Gwin Follis
James M. Gerstley
James E. O'Brien
Marjorie W. Seller

and,

WHEREAS, The Nominating Committee of the Asian Art Commission has recommended that these Commissioners be renominated to serve another three-year term; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby enthusiastically endorses the Nominating Committee's recommendation and nominates each of the above Commissioners to serve another three-year term beginning August 1, 1990 and ending July 31, 1993.

September 11, 1990

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MINUTES

ANNUAL MEETING

ASIAN ART COMMISSION

Tuesday, September 11, 1990 - 2:00 P.M.

Qing Meeting Room - Asian Art Museum

PRESENT:

Chairman Presiding: Mrs. Lewis Lowe
Vice President: Mrs. Richard Dirickson, Jr.
Secretary: Mrs. Hart H. Spiegel

Hatsuro Aizawa
Mrs. Daniel Chu
Willard G. Clark
Laura J. Enos
Roger J. Fleischmann
Mrs. Theodore B. Lee
Donald R. Meyer
J. Sanford Miller
Charles Hall Page
Mrs. Robert Seller
Anthony Sun
M. Glenn Vinson, Jr.
Dr. Haydn Williams

DOCUMENTS DEPT.
OCT 1 1990
SAN FRANCISCO
PUBLIC LIBRARY

ABSENT:

Brook H. Byers
Alexander D. Calhoun
R. Gwin Follis
James M. Gerstley
Thomas J. Klitgaard
Jong H. Lee
James E. O'Brien
Deepa Thomas
John F. Williams

IN ATTENDANCE:

Mrs. Richard Covert, Chairman, Docent Council
Mrs. John V. Erickson, Chairman, The Museum Society
Mrs. Margaret Handelman, President, Society for Asian Art
Mrs. W. Robert Phillips, President, Board of Trustees, The Fine Arts Museums of San Francisco

Rand Castile, Director
Renona Brown, Controller

Nanette Fok, Public Relations Assistant
Clarence Shangraw, Deputy Director and Chief Curator
Helen Strate, Development Officer, Individual Gifts
Judith L. Teichman, Deputy Director, Administration
Margaret S. Lindsay, Executive Secretary

CALL TO ORDER:

The annual meeting of the Asian Art Commission was called to order at 2:00 P.M. by Chairman Alice G. Lowe, a quorum being present.

EXECUTIVE SESSION:

The meeting convened into executive session to discuss a personnel matter with counsel. There was no action taken during this session following which the regular meeting was resumed.

APPROVAL OF MINUTES:

The minutes of the July 10, 1990 Commission meeting were approved unanimously.

CHAIRMAN'S REPORT:

a. **Annual Report** - Mrs. Lowe noted that the written annual committee reports together with the chairman's annual report will be distributed shortly. She spoke about the period of unprecedented growth the Museum is experiencing and referred to the recent Yani exhibition and the upcoming Tibetan and Indonesian exhibitions. Mrs. Lowe outlined the various accomplishments of the year--the establishment of the Qing multi-purpose room; the restoration of the Magnin Gallery to a temporary exhibition space; and the reinstallation of the Indian and Himalayan galleries--and advised that the reinstallation of the Korean and Chinese galleries will be completed soon. Plans for the next fiscal year include a physical inventory and computerization of the collection. A newly established exhibition funding policy should make clearer the funding possibilities and cut-off dates for

proposed exhibitions and facilitate decisions regarding whether to commit to such proposals.

Mrs. Lowe commended the combined efforts of the curators, conservators, librarian, preparators, and administrative staff. She spoke about the status of the planning process and the upcoming seismic upgrading of the library building.

Mrs. Lowe defined the foremost responsibility of Commissioners and Trustees as safeguarding the collection and creating a world class museum of Asian art and culture to serve as a bridge of understanding between the East and West. She thanked all Commissioners, Trustees, and members of the affiliated groups of the museum network for their efforts on behalf of the Museum.

b. **Resolution C90-059 - Approval of Commission Meeting Schedule for 1990-91** - The following resolution was approved unanimously:

RESOLUTION C90-059

Approval of Meeting Schedule - 1990-91

RESOLVED, That the following meeting schedule for 1990-91 is hereby approved by the Asian Art Commission.

The Asian Art Commission's Meeting Schedule for 1990-91 is indicated below. Unless otherwise notified, all meetings will be held in the Commission Conference Room on the second floor of the Asian Art Museum, Golden Gate Park, San Francisco

Joint Annual Meeting and Luncheon with Asian Art Museum Foundation	September 11, 1990	12:00 Noon
Executive Committee	October 2, 1990	10:30 A.M.
Full Commission	November 6, 1990	2:00 P.M.
Executive Committee	December 4, 1990	10:30 A.M.
Full Commission	January 8, 1991	2:00 P.M.
Executive Committee	February 5, 1991	10:30 A.M.
Full Commission	March 5, 1991	2:00 P.M.
Executive Committee	April 2, 1991	10:30 A.M.

Full Commission	May 7, 1991	2:00 P.M.
Executive Committee	June 4, 1991	10:30 A.M.
Full Commission	July 9, 1991	2:00 P.M.
Executive Committee	August 6, 1991	10:30 A.M.
Annual Meeting	September 10, 1991	2:00 P.M.

d. **Museum Society Taskforce** - Mrs. Lowe advised that a letter of suggestions regarding the possible change in the museums' relationship with The Museum Society has been submitted by the Director to the Society.

e. **Other Informational Item** - In answer to a request by Commissioners that an investigation be made into the responsibility of the City to fund the Museum's operating expenses, a report has been received and will be studied by several members of the Commission.

DIRECTOR'S REPORT:

Director Castile extended a welcome to all present and briefly outlined the major accomplishments of the past year:

- In addition to the successful conservation of the collection, significant additions have been made to the collection in the past year.

- The first departments of Korean and Southeast Asian art in the United States have been established and Curators for those departments have been added to the Museum staff.

- The staff of the Museum represents the largest concentration of expertise on Asian art in the United States.

- Through the efforts of the Education Department, the publics of the Museum have continued to expand--a younger and more diverse audience will be targeted in the future and this will begin with the schools. The Education Department is headed by Richard Mellott who has been granted the first annual Agnes Albert Award for individual excellence in the field of education.

- The Yani Exhibition was a great success; the Bada Shanren exhibition has been well received; and the upcoming exhibition, Wisdom and Compassion: The Sacred Arts of Tibet, will include a visit by the Dalai Lama and the Chairman of Tibet House, actor Richard Gere. Funding is presently being sought for the Indonesian exhibition.

- The planning process for the move to Civic Center is progressing systematically.

- A physical inventory of each object in the collection and automation of the collections records will commence shortly; this has been funded by the Institute for Museum Services.

REPORT OF DEPUTY DIRECTOR, ADMINISTRATION:

a. **Personnel Update and Facilities Report -** The written personnel update and facilities report and an annual report on administration and operations had been mailed to all present prior to the meeting. To highlight a few of the accomplishments during the preceding year, Ms. Teichman advised that the installation of the perimeter security hardware is virtually completed; a toxic materials plan has been initiated; and a permanent part-time personnel officer has been employed.

b. **Report on Earthquake Damage Reimbursement and Update on the Planning Process** - These reports are included in the written Operations and Administration annual report included in the packet.

c. **Insurance** - Commissioner Fleischmann requested that a written survey be made to establish that the insurance coverage of the collection is reasonable and that this should be recorded and reviewed yearly. The Director advised that such a survey is compiled yearly. Mr. Fleischmann also questioned the adequacy of the present Directors and Officers liability coverage and was advised that the City's risk manager is reviewing the adequacy of the current coverage.

d. **Resolution C90-064 - Approval of Revised Combined City and**

Foundation Operating Budget for Fiscal 1990-91 - Ms. Teichman commented that several circumstances have impacted the income projections for the year since the preliminary combined budget was approved in June. A revised combined budget with changes in revenue and support was presented for approval which will take place following the Treasurer's financial report.

e. **Financial Report** - Outgoing Treasurer Richard F. Shelton commented that his official annual report is a summary of the financial figures of the last five years. As to the current budget process, he noted that the financial figures are reviewed monthly by the budget review group and this review may result in future revisions to the budget. Because of many different demands, the Museum is in a difficult and unusual position which requires a lot of flexibility.

He referred to the items listed in the document, "Support Sought for Operations and Projects Fiscal Year 1990-91," noting that substantial funding is required for operations, exhibitions and planning categories. As a possible solution to the many funding demands facing the Museum at the present time, Mr. Shelton suggested that Commissioners and Trustees consider the following:

1. Raising the annual assessment for Commissioners and Trustees to include some component for operations or planning;

2. Raising the minimum assessment for Connoisseurs Council, and in consideration of the recent earthquake insurance settlement which must go into acquisitions, consider funneling into planning some of the funding slated for the purchase of art for the next year or two.

3. Looking to the Commissioners and Trustees to meet some of the funding requirements for operations and planning in particular. Several local foundations have commented on the lack of support of these groups for the planning process and although nineteen have made significant contributions, if the remaining twenty-five gave to planning an average of $10,000 over the next three years and an additional amount to operations, this would facilitate the continuity of essential programs.

He thanked Glenn Vinson for taking over as Treasurer. Director Castile extended his gratitude to Mr. Shelton for the contribution he has made over the last three years to the Commission and Foundation and particularly in his role as Treasurer.

Mr. Bogart requested that a meeting of the Executive Committees of the Commission and Foundation and the budget review group be held for the purpose of discussing fund-raising plans including the above suggestions and the financial role of Commissioners and Trustees.

Mr. Vinson also referred to the document entitled, "Support Sought for Operations and Projects," which summarizes the funding still to be raised for the activities of the Museum in this fiscal year. The document indicates an amount of $550,000 required for operations alone and about $484,000 for exhibitions.

The amount required for the planning process in this fiscal year is $1.8 million, despite pledges from individuals and foundations of $751,850 and the reduction of original anticipated costs amounting to $278,440. Mr. Vinson emphasized that full support from local foundations would not be forthcoming until the members of the Commission and Foundation commit themselves financially to the process.

He urged those present to consider giving each year to support the operating budget and in addition to focus on which category might hold particular interest to which they could make a personal contribution in time, effort, and/or funds.

The following resolution was then approved unanimously:

RESOLUTION C90-064

Approval of Revised Combined City and Foundation Operating Budget for Fiscal 1990-91

WHEREAS, Because of a number of factors which have impacted on the operating budget and the assumptions on which the operating budget was based, a revision to the budget is

proposed as indicated on the attached; now, therefore, be it

RESOLVED, That the revised combined City and Foundation operating budget for fiscal 1990-91 is approved as proposed.

The approved revised budget is filed with the original of these minutes.

REPORT OF DEPUTY DIRECTOR AND CHIEF CURATOR:

Mr. Shangraw remarked that the time of the annual meeting is a time to look back on the year's accomplishments and look realistically at one's obligations. He expressed confidence that the goals of the Museum would be successfully achieved through the talents of the staff, the resources of the collection and the support of Commissioners and Trustees.

DEVELOPMENT:

Director Castile announced that until a Director of Development is employed, the Development staff will report directly to him and will continue to file the necessary funding applications.

COMMITTEE REPORTS:

a. **Ad Hoc Preliminary Planning Committee** - Commissioner Charles Page commented that the work of the Committee is continuing and the selection process for a structural engineering firm to conduct the seismic evaluation of the library building is presently underway.

b. **Ad Hoc 25th Anniversary Committee** - Mrs. Spiegel advised that the 25th anniversary committee will meet tomorrow morning to review the plans for the celebration. She gave her assurance that any project that is not funded in advance will be cancelled.

c. **Acquisitions and Loans Committee** - There was no committee report.

d. **Exhibitions Committee** - There was no committee report.

e. **Korean Development Committee** - It was announced that this committee will hold a fund-raiser on October 2..

g. **Marketing Committee** - The Marketing Committee presented the following resolutions for approval which was unanimously granted:

RESOLUTION C90-060

Approval of Contract to Produce the 1992 Weekly Engagement Calendar

WHEREAS, Universe Publishing, Inc., which produced the 1989 and 1991 weekly engagement calendars featuring the objects from the Asian collection, desires to enter into contract with the Museum to produce the 1992 weekly engagement calendar featuring floral motifs from the Asian collection; and

WHEREAS, Universe Publishing, Inc. desires to enter into contract with the Museum to produce an address book featuring floral motifs from the Asian collection,to be produced simultaneously with the 1992 engagement calendar; and

WHEREAS, The Director and Chief Curator approve of the quality of work performed by Universe Publishing, Inc.; and

WHEREAS, The agreement includes a 10% royalty payment to the Museum by Universe Publishing, Inc. on all net sales of the 1992 calendars and address books; and

WHEREAS, The agreement allows purchase by the Museum at 60% discount of the 1992 calendars and address books for a minimum order of 2,500 copies of each item for direct mail sales to membership and corporate supporters and promotional use; and

WHEREAS, The Marketing Committee has recommended entering into the agreement with Universe Publishing, Inc.; now, therefore, be it

RESOLVED, That the Commission authorizes staff to enter into an agreement with Universe Publishing, Inc. to produce and distribute a 1992 weekly engagement calendar and address book featuring floral motifs from the Asian collection.

RESOLUTION C90-061

Authorizing a Commitment of up to $30,000 for the Purchase of the 1992 Weekly Engagement Calendar and Asian Art Museum Address Book

WHEREAS, Universe Publishing, Inc. has produced the very successful 1989 and 1991 weekly engagement calendars for the Asian Art Museum; and

WHEREAS, the Asian Art Commission has approved a contract with Universe Publishing, Inc. to produce a 1992 weekly engagement calendar featuring floral motifs from the Asian Art collection and an address book featuring the same theme; and

WHEREAS, The weekly engagement calendar, sold internationally through Universe's distribution centers and to an increasing number of Museum supporters in the corporate world, is a successful means of gaining visibility for the Museum and its collections; and

WHEREAS, The address book will be sold and distributed through the same channels as the weekly calendar; and

WHEREAS, The Museum will receive royalty payments of 10% of net profit from the sales of all calendars and address books by Universe Publishing, Inc.; and

WHEREAS, The Museum will sell on its own a limited number of calendars and address books through direct mail to Museum membership and corporate supporters and use some for promotion; and

WHEREAS, The Asian Art Museum will be obligated to purchase a minimum of 2,500 weekly calendars and 2,500 address books at 60% discount or approximately $5.60 per calendar and $4.60 per address book; and

WHEREAS, The Museum will sell 1,080 calendars @ $10 (to corporate orders) and 500 calendars @ $6.40 (to Museum Stores) to break even on the cost of purchase; and

WHEREAS, The Museum realized net sales of $25,100 for the same amount of calendars purchased in 1989; therefore be it

RESOLVED, That the Asian Art Commission authorizes staff to purchase the 1992 weekly engagement calendar and address book, both featuring floral motifs from the Asian collection; and be it further

RESOLVED, That the Asian Art Commission authorizes the obligation of an amount not to exceed $30,000 for the purchase of 1992 Asian Art Museum weekly engagement calendars and address books.

f. **Nominating Committee** - On behalf of the Nominating Committee, Mrs. Spiegel presented the following resolutions which were approved unanimously:

RESOLUTION C90-062

Election of M. Glenn Vinson, Jr. to the Office of Treasurer of the Asian Art Commission

WHEREAS, Commission Treasurer, Richard F. Shelton, has completed his term as Asian Art Commissioner and has chosen not to be renominated; and

WHEREAS, The Asian Art Commission at its meeting of August 7, 1990 nominated M. Glenn Vinson, Jr. to the Commission; and

WHEREAS, The Nominating Committee has nominated Mr. Vinson to fill the vacated office of Treasurer; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby elects Commissioner M. Glenn Vinson, Jr. to the office of Treasurer of the Commission for the balance of the vacated term of office, ending July 30, 1991.

RESOLUTION C90-063

Renomination of Commissioners

WHEREAS, The following Commissioners have each completed a three-year term as of July 31, 1990:

Alexander D. Calhoun
Laura J. Enos
R. Gwin Follis
James M. Gerstley
James E. O'Brien
Marjorie W. Seller

and,

WHEREAS, The Nominating Committee of the Asian Art Commission has recommended that these Commissioners be renominated to serve another three-year term; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby enthusiastically endorses the Nominating Committee's recommendation and nominates each of the above Commissioners to serve another three-year term beginning August 1, 1990 and ending July 31, 1993.

h. **Public Programs Committee** - There was no report from the Public Programs Committee, although it was announced that J. Sanford Miller is the new chairman of this committee.

REPORTS FROM AFFILIATED GROUPS:

a. **The Fine Arts Museums of San Francisco** - There was no report from the Fine Arts Museums.

b. **The Museum Society** - There was no report from The Museum Society.

c. **The Museum Society Auxiliary** - There was no report from the Museum Society Auxiliary.

d. **The Society for Asian Art** - Chairman Margaret Handelman commented that the Society's fall season has commenced with the Arts of Asia classes, an educational program consisting of fifteen lectures for which credit can be earned from San Francisco State University. In addition, the Society will conduct a fund-raiser, Passport to Art, in conjunction with various galleries in the City and which includes special discounts and invitations to receptions.

e. **Docent Council** - Chairman Patricia Covert announced that during the 1989-90 fiscal year, the docents have reached an audience of over 125,000 people. The docent council will be celebrating its 25th anniversary with a program and luncheon on November 5. One of the features will be the awarding of 25-year pins to fourteen docents who all started with the Asian Art Museum.

Extension of Cancellation Date of Tibet Exhibition - After discussion, Mrs. Spiegel moved that the cancellation date of the Tibet exhibition be extended until such time as notification of funding has been granted by the National Endowment for the Humanities; the motion carried.

PUBLIC COMMENT:

At this time, members of the public were invited to address the Commission on items within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total Testimony to thirty minutes.

There was no public comment at this time.

ADJOURNMENT:

There being no further business to discuss, the meeting was adjourned at 3:50 P.M.

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AGENDA

ASIAN ART COMMISSION

Tuesday, November 6, 1990 - 2:00 P.M.

Qing Classroom, First Floor - Asian Art Museum

There will be an opportunity for public testimony before action is taken on any agenda item.

1. Call to Order

2. Approval of Minutes of September 11, 1990 Annual Meeting

3. Chairman's Report

 a. Announcement of Genevieve Spiegel as Chairman of the Asian Art Museum Foundation
 b. Committee Assignments
 c. Commissioners and Trustees Christmas Luncheon for Staff - December 14
 d. Other Informational Items

4. Museum Society Presentation

5. Discussion of Museum Society Presentation and Draft Position Paper

6. Director's Report

 a. Personnel Update
 b. Facilities Update
 c. Discussion and Action on Tibet Exhibition Catalogue and Shop
 d. Emergency Plan - Sherin Cole
 e. Other Informational Items

7. Report of Deputy Director and Chief Curator

 a. Exhibitions Update
 b. Other Informational Items

8. Financial Report and Possible Budget Adjustments - Treasurer/ Controller

9. Asian Art Museum Foundation Report - Mrs. Spiegel

Agenda
Asian Art Commission Meeting
November 6, 1990

10. Discussion of Financial Responsibility of Commissioners

11. Committee Reports as needed

12. Executive Session to Discuss Personnel Matter

13. Other Business

14. Reports from Affiliated Groups

 a. Fine Arts Museums
 b. Museum Society Auxiliary
 c. Society for Asian Art
 d. Docent Council

15. Public Comment - At this time, members of the public may address the Commission on items that are within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

16. Adjournment

ASIAN ART MUSEUM OF SAN FRANCISCO
THE AVERY BRUNDAGE COLLECTION
GOLDEN GATE PARK, SAN FRANCISCO, CALIFORNIA 94118-4598

To: Judith Teichman
Deputy Director for Administration

From: Valerie Pechenik
Personnel Officer

Subject: Personnel Update

Date: October 30, 1990

EXHIBITIONS AND PREPARATIONS DEPARTMENT

Matthew Chapman has been selected to fill the 3520 Museum Preparator position vacated by Allan Barna. Mr. Chapman is currently serving as a preparator in the Exhibitions Department at the San Francisco International Airport. He will begin work at the Asian Art Museum on November 13, 1990.

GENERAL PERSONNEL ADMINISTRATION

The two Deputy Directors are in the process of completing the performance evaluations for each employee under his/her supervision. The target date for completion is mid-to late November. Subsequently, performance evaluation forms will be distributed to each department head to complete for the employees within his/her department.

There now remains only one outstanding area of concern regarding the Employee Handbook before it can be distributed in draft form for staff review. We are awaiting a decision from the Department of Labor as to our request that the Foundation-paid employees be considered public employees for purposes of the Fair Labor Standards Act.

The personnel records for all the Foundation funded employees have been transferred from Payroll. Marlena Pena will continue to maintain a payroll file on each employee. I am currently working with Sigrid Fink to transfer the records of the Civil Service employees. Centralized personnel files for all Asian Art Museum employees should be established within the next week.

During the past few weeks I have had meetings with representatives from the Civil Service Management Development Unit, the Civil Service Salary Unit, the Employee Relations Unit and the Employee Assistance Program to discuss the services which they provide and their continuing relationship with the Asian Art Museum.

I will be working with Jennifer Vickers to utilize Database to access personnel information on the computer. Such information will include a classification file, position control, and a performance evaluation maintenance file.

ASIAN ART MUSEUM OF SAN FRANCISCO
THE AVERY BRUNDAGE COLLECTION

GOLDEN GATE PARK, SAN FRANCISCO, CALIFORNIA 94118-4598
October 30, 1990

MEMORANDUM

TO: Judith Teichman, Deputy Director

FROM: Sherin S. Cole, Operations Manager

SUBJECT: Facilities Report

GLASS DOORS

The results of the survey have been forwarded to Mary Griffin for her information and recommendations.

HVAC

Awaiting heater/feeder system materials to arrive for installation.

EARTHQUAKE REPAIRS

Completed.

ADDITIONAL SECOND FLOOR OFFICES

On hold until funds available.

MISCELLANEOUS PROJECTS

Awaiting DPW paint shop to paint Conservation Department and several areas in the Trustees' Auditorium. Also awaiting DPW lock shop to rekey the Museum. The new curtain in Trustees' Auditorium has been installed and the traveller track has been repaired. Orkin Termite will be taking care of the termites outside The Cave area on Saturday, November 17th. A contract has been let to install shades on the windows in the India Gallery. Met with DPW Bureau of Building Repair on possible solutions to our pigeon problem. DPW has asked the Animal Control Center to make recommendations for our building. The deYoung will also be considering these same recommendations and in addition the California Academy of Sciences wants to be included in the solution. Proposals are also being received to have the building cleaned of the feces and possibly painted in this endeavor.

M E M O R A N D U M

October 17, 1990

TO: Rand Castile, Director

FROM: Judith L. Teichman
Deputy Director, Administration

SUBJECT: Draft Position Paper on Future Role of the Museum Society.

The draft statement of position and the comments which follow are intended to serve as a starting point for the discussions at the November Commission and Foundation meetings concerning the future role of the Museum Society. The proposed position has evolved from the discussions initiated by the Museum Society's Long-Range Planning Taskforce regarding the most appropriate role for the Museum Society.

Proposed Goal: The Asian Art Museum and the Fine Arts Museums would continue sharing the cost of attracting members at the entry level, and the Museum Society would continue to identify and cultivate the entry-level members for the two organizations.

The mission of the Museum Society could be re-defined as identifying and cultivating memberships in the City's two museums, up to the $1000 level. For the purpose of this paper, "members" means people who have a continuing relationship with the organization and who receive some tangible benefits in connection with giving their financial support, such as free admission, a discount at the bookshop or a subscription to Triptych.

The first question is whether the proposed mission for the Museum Society is feasible given the following general areas of agreement between the Fine Arts Museums and the Asian:

* The Asian and the FAM each have <u>their</u> own missions and these missions need to be reflected in their programs and in their public relations and fundraising efforts.

* The messages sent to "members" must not conflict with, and must not create confusion in the minds of members, donors and the general public about, these missions.

* The management of membership should be structured to avoid duplicating functions.

The proposed mission for the Museum Society is feasible if:

(a) The two museums agree that they should not duplicate the cost of identifying and cultivating prospects for membership in the entry or lower giving categories;

(b) A method can be established to ensure Asian and Fine Art Museums representatives on the Museum Society Boards;

(c) The two museums can offer meaningful opportunities for committee or board participation for the members of the current Museum Society board who are not interested in continuing to serve on the Museum Society with this more limited or precise mission; and

(d) We can define very clearly the roles of the two museums and the Society, resolve some of the issues which have been irritants in the relationships in the past, and then live up to the terms agreed upon. For example, we propose that:

The two museums be permitted to solicit the Museum Society members for annual contributions in any amount and to join either of the museums at the $1000 and above levels.

The two museums agree not to offer any benefits to persons who contribute to their annual campaigns below the $1000 level.

The two museums and the Museum Society agree annually on realistic goals for Society membership and income, taking into account the high cost of identifying and cultivating prospects for entry level membership.

The argument for continuing to have a merged membership at the entry level is the economic benefit of <u>not</u> duplicating the cost of identifying and cultivating prospects for entry level memberships. For example, with response rates to direct mail and telemarketing solicitations of less than 2%, the costs of identifying prospects are high.

By the same token, the Museum Society's success should be measured, at least in part, by the retention rate and the number of new members added, not just net income. In addition, in placing a value on Triptych as a cultivation tool, the museums should take into account its value to the two museums in promoting their institutions as well as membership in the Society.

The Society has been extraordinarily successful in attracting and maintaining a large number of members and in publishing an outstandingly attractive magazine which evenhandedly promotes the activities of the two museums. Up until this year, the net income available for distribution from the Society was very substantial relative to the cost of membership development and maintenance.

With regard to the drop in income from the Society, the Museum Society Taskforce warned the two museums in June that the Society was having difficulty in controlling expenses, particularly those relating to the new computer project. Since the economies of scale are a shared concern, it would be useful for the three institutions to form a small subcommittee of persons versed in financial matters to meet with the auditors for the Society to analyze the 1989-90 operation relative to that in the preceding two years.

Formation of this subcommittee would be consistent with the provision in Section 12 of the Distribution and Transfer Agreement, which we have all failed to activate, which calls for representatives of the Museum Society and the two museums to meet quarterly to review <u>their</u> financial operations and "to discuss general matters, including current budgets and future budget development."

By the way, consistent with merging the entry-level membership function is the idea which floats around periodically of merging the Asian and FAM. The advantage cited is that both museums would benefit from the economies of scale.

For the sake of those new to the museums, the de Young and the Legion merged to form FAM in 1972. The Asian Art Museum, which was built pursuant to a 1959 agreement with Avery Brundage, began as a department of the de Young. At least in the eyes of Brundage, the merged operation did not "work" for the benefit of the Asian, thus in 1969 he conditioned giving the second half of his collection on establishment of the Asian Art Museum as a separate City department under its own governing board.

While the Brundage agreement precludes merging the museums totally, there is no legal reason why they cannot continue to experiment with ways of sharing administrative, operational and fundraising functions.

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MINUTES

ASIAN ART COMMISSION

Tuesday, November 6, 1990 - 2:00 P.M.

Qing Meeting Room - Asian Art Museum

PRESENT:	Chairman Presiding:	Mrs. Lewis Lowe
	Vice Chairmen:	Mrs. Richard Dirickson
		James M. Gerstley
		John F. Williams
	Treasurer:	M. Glenn Vinson, Jr.
	Secretary:	Mrs. Hart H. Spiegel
	Hatsuro Aizawa	
	Mrs. Daniel E. Chu	
	Willard G. Clark	
	Laura J. Enos	
	Roger J. Fleischmann	
	J. Sanford Miller	
	James E. O'Brien	
	Mrs. Robert Seller	
	Anthony Sun	
	Dr. Haydn Williams	
ABSENT:	Brook H. Byers	
	Alexander D. Calhoun	
	R. Gwin Follis	
	Thomas J. Klitgaard	
	Jong H. Lee	
	Mrs. Theodore B. Lee	
	Donald R. Meyer	
	Charles Hall Page	
	Deepa Thomas	

IN ATTENDANCE:

Neil D. Chaitin, Vice President, Asian Art Museum Foundation
Mrs. Suno Osterweis, Trustee, Asian Art Museum Foundation
Mrs. Walter H. Shorenstein, Honorary Asian Art Commissioner
Members of The Museum Society:
- Mrs. John V. Erickson, Chairman
- Dennis Wu, First Vice Chairman
- Dr. Forrest Mortimer, Secretary
- Mrs. Craig B. Etlin
- David M. Jamison
- Rust Muirhead
- Arthur L. Roth

Asian Art Commission
November 6, 1990

Rand Castile, Director
Renona Brown, Controller
Clarence Shangraw, Deputy Director and Chief Curator
Helen Strate, Development Officer, Individual Gifts
Judith L. Teichman, Special Assistant to the Director and Project Manager
Lilia Villanueva, Director of Marketing and Public Relations
Margaret S. Lindsay, Executive Secretary

CALL TO ORDER:

The meeting of the Asian Art Commission was called to order at 2:04 P.M. by Chairman Presiding Alice G. Lowe, a quorum being present.

MUSEUM SOCIETY PRESENTATION:

Mrs. Lowe introduced Mrs. John V. Erickson, Chairman of The Museum Society, who explained that the Society established a Long Range Planning Committee in May 1989 to devise a concise statement of purpose. This committee created a new mission statement and requested the two museum directors to assist in planning for the future of The Museum Society. A Task Force consisting of representatives of all three organizations was later created to plan how the functions of the Society "could be rationalized or modified so as to give more effective service both to the Museums and to our large and loyal constituency." Following a number of discussions with task force representatives, The Museum Society Board, at its meeting October 24, 1990, passed a resolution to develop a plan to transfer the functions of The Museum Society to both museum entities in 1992.

Mr. David Jamison read the resolution that was passed by the Society on October 24, 1990:

"The Museum Society shall develop a plan for transition of its functions to the Asian Art Museum and the Fine Arts Museums such that the process of absorption of these activities will be completed no later than June 30, 1992."

Referring to a document distributed at the Commission meeting, Mr. Jamison indicated that The Museum Society is facing a steady reduction of new income due to a variety of factors such as:

1. Increased competition for the same dollars from AAM and FAM.

2. AAM & FAM prefer that The Museum Society not expand its fundraising activities.

3. High overhead and salaries.

4. Membership levels at a plateau.

The Fine Arts Museums management has made it clear it would prefer to have its own membership organization but the Asian Art Museum is not ready to take over its own membership and would prefer that the Society continue in its present role for the time being. Under the circumstances, The Museum Society Board believes that continuing present operations is an unacceptable solution. Mr. Jamison commented that there were two clear alternatives to consider:

1. The Museum Society be reorganized with fresh guidelines and an increased role in museum fundraising and publicity activities; or

2. The AAM and FAM take over their own membership activities. The Museum Society would then work with them to develop their own membership organization, after which The Museum Society would be phased out.

Mr. Jamison did state that the June 30, 1992 date was not totally fixed. Following this presentation, the members of The Museum Society left the meeting.

DISCUSSION OF THE MUSEUM SOCIETY PRESENTATION:

There was discussion of the proposal presented by The Museum Society and the consensus of the group was that the Director should continue to meet in good faith with The Museum Society, working toward an amicable solution and the possible transfer of the membership activities to the museums between now and 1995.

APPROVAL OF MINUTES:

The minutes of the September 11, 1990 annual meeting were approved unanimously.

Asian Art Commission
November 6, 1990

CHAIRMAN'S REPORT:

a. Mrs. Lowe announced the election of Mrs. Hart H. Spiegel as Chairman of the Asian Art Museum Foundation.

b. A preliminary list of committee assignments was distributed for information purposes; some additions are expected to be made.

c. The date of December 14 has been set for the Commissioners and Trustees Christmas luncheon for the staff.

DIRECTOR'S REPORT:

Mr. Castile reported briefly as follows:

a. The draft personnel manual is being circulated among several Commissioners for comments.

b. Under the direction of Facilities Manager Sherin Cole, programs to handle hazardous waste and to train the staff in emergency preparedness have been instituted.

c. Staff performance evaluations, including appropriate position descriptions, are in the process of completion.

d. The corporate gifts committee, chaired by Trustee Rakesh Kaul, is now gearing up.

e. Discussion and Action on Tibet Exhibition Catalogue and Shop - Ms. Villaneuva reported that, pending final approval by the Commission and Foundation of the Tibet exhibition budget, a staff committee has met during the past three months to explore the feasibility of entering into a contractual agreement with an outside vendor, who would manage a shop in conjunction with the exhibition as well as supply Tibetan merchandise at no cost to the Museum. As a result, three proposals have been received by vendors who specialize in Himalayan objects. Members of the staff have carefully reviewed these proposals and recommend that the Museum enter into an agreement with an outside vendor, pending approval of the exhibition budget.

After discussion, the following resolution was approved unanimously:

RESOLUTION C90-072

Authorization for Director to Enter into a Contractual Agreement with Concession Vendor in Connection with Tibet Exhibition

WHEREAS, The Foundation and Commission have approved the budget for the exhibition, "Wisdom and Compassion: The Sacred Art of Tibet," subject to the receipt of funding by October 31, 1990, and have extended the date for approval of the exhibition until notification of NEH funding is received; and

WHEREAS, "Wisdom," which is scheduled to be shown at the Asian Art Museum April 17 through August 18, 1991, is the most extensive exhibition of Tibetan art ever to be shown in the United States, and will feature 159 masterworks of Tibetan art drawn from major collections in North America, Europe, and the Soviet Union; and

WHEREAS, "Wisdom," organized by the Asian Art Museum in association with Tibet House, New York, will open in San Francisco before traveling to New York and possibly one other venue in the United States, and will receive nationwide publicity; and

WHEREAS, The expected number of visitors to view the exhibition at the Asian Art Museum is between 200,000 and 250,000; and

WHEREAS, The exhibition period of "Wisdom" covers the peak period of visitors to the Museum; and

WHEREAS, A gift shop designed in conjunction with "Wisdom" will provide a venue for the sale of the Museum-produced catalogues, posters, postcards and notecards; and

WHEREAS, The Asian Art Museum has received favorable proposals from vendors to operate, stock, and manage a full scale exhibition shop; and

WHEREAS, The concession vendor would provide staff to manage the shop and supply Tibetan and Tibetan/Himalayan influenced merchandise approved by the Museum at no cost to the Museum; and

WHEREAS, The specifications for an agreement with a contracting vendor include a 20 percent commission paid to the Museum on all sales of vendor-produced goods, and a 12-1/2 percent commission paid to the vendor on sales of Museum-produced goods; and

WHEREAS, The concession proposals will be thoroughly reviewed by Museum staff, consisting of curators, marketing officer, and a retail expert, who will recommend a final selection of a vendor to the Director; and

WHEREAS, The Asian Art Museum stands to gain more in net income from the sale of exhibition related merchandise by contracting with a concession vendor; now, therefore, be it

RESOLVED, That the Asian Art Commission, subject to approval by the Foundation, authorizes the Director to enter into an agreement with a concession vendor who offers the best quality merchandise for sale in conjunction with the "Wisdom" exhibition shop as well as the best net income to the Museum.

REPORT OF DEPUTY DIRECTOR AND CHIEF CURATOR:

Mr. Shangraw referred briefly to the current exhibition schedule which includes proposed exhibitions for the next four years.

FINANCIAL REPORT:

Mr. Vinson spoke briefly about the Museum's current financial status and reiterated the conclusions reached during the special joint meeting of the Executive Committees of the Foundation and Commission with regard to the financial responsibility of the groups. The issue arose as a result of the Haas Foundation's reaction to a grant request for the planning process that a commitment on their part would not be forthcoming until there is evidence of significant support on the part of the Museum's boards.

He explained that a motion approved at the special meeting recommended that the full boards consider the adoption of a policy whereby each member would be responsible for contributing or raising a minimum of $10,000 for an annual operations fund, beginning with fiscal 1990-91. The following draft resolution on the subject was taken into consideration and discussed:

DRAFT RESOLUTION

Financial Commitment of Commissioners

WHEREAS, The Asian Art Museum entered into a new era in its history in 1988 when the Asian Art Commission and the Foundation accepted the offer of the City and County of San Francisco to move the Museum to the "Asian at the Civic Center"; and

WHEREAS, While recognizing the need always to meet professional museum standards, the level of operating support must grow to meet the Asian's expanding needs during this period preceding the move to the Civic Center, and must be maintained thereafter; and

WHEREAS, A clear set of operating priorities, and the demonstrated commitment of the members of the Commission to funding for these priorities, is critical to the strategy for the capital campaign for the new Asian; now, therefore, be it

RESOLVED, That the Commission endorses the following priorities for fundraising, which have been recommended to the Foundation and the Commission by the Director:

1. Operating budget, including establishing a reasonable operating reserve;

2. Exhibitions currently approved by the Commission and Foundation and a reasonable schedule of exhibitions in the future;

3. The planning process, which includes:

 Developing a long-range strategic plan for operation and an architectural space program for the Asian at the Civic Center;

 Selecting an architect for the Asian at the Civic Center and preparation of a schematic design for it; and

 Establishing a base for a capital campaign for the new Asian.

4. A publications program;

5. Acquisitions;

6. Endowment;

7. A contingency reserve to assure the ability to take advantage of exceptional opportunities which may arise.

And, be it further

RESOLVED, That in recognition of the importance of demonstrating their commitment to these priorities, the Commission hereby commits itself and endorses the principle that each member of the Commission commit to contributing or raising $10,000 or more a year in support of the Asian's general operating budget, and such other funds for support of the other priorities as the member personally deems appropriate; and be it further

RESOLVED, That in exceptional cases, the Chairs of the Commission and of the Development Committee may determine that the commitment to contribute or raise funds is met through other than cash contributions.

The above draft resolution was approved by those present; however, since several Commissioners had left the meeting which resulted in a lack of quorum, the question will be presented at the next full Commission meeting in January.

PUBLIC COMMENT:

At this time, members of the public may address the Commission on items that are within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

ADJOURNMENT:

There being no further business to discuss, the meeting was adjourned at 4:20 P.M.

SF

AGENDA

ASIAN ART COMMISSION

Tuesday, January 8, 1991 - 2:00 P.M.

Conference Room - Asian Art Museum

There will be an opportunity for public testimony before action is taken on any agenda item.

1. Call to Order

2. Approval of Minutes of November 6, 1990 Meeting

3. Chairman's Report

 a. Financial Commitment of Commissioners Policy
 b. Silver Anniversary Report
 c. Orientation Workshop for New Commissioners and Trustees - February 5, 1991, 11:30 A.M. - Qing Meeting Room
 d. Other Informational Items

4. Director's Report

 a. Personnel Update
 b. Facilities Update
 c. Other Informational Items

5. Report of Deputy Director and Chief Curator

 a. Exhibitions Update
 b. Other Informational Items

6. Financial Report - Treasurer

7. Museum Society Report - James E. O'Brien

8. Committee Reports as Needed

9. Other Business

10. Asian Art Museum Foundation Report - Mrs. Spiegel

11. Reports from Affiliated Groups

 a. Fine Arts Museums - Mrs. Phillips
 b. The Museum Society - Mrs. Erickson
 c. Museum Society Auxiliary - Mrs. Barry
 d. Society for Asian Art - Mrs. Handelman
 e. Docent Council - Mrs. Covert

12. Public Comment - At this time, members of the public may address the Commission on items that are within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

13. Adjournment

ASIAN ART MUSEUM OF SAN FRANCISCO
THE AVERY BRUNDAGE COLLECTION
GOLDEN GATE PARK, SAN FRANCISCO, CALIFORNIA 94118-4598

TO: Rand Castile
Director

FROM: Valerie Pechenik vp
Personnel Officer

SUBJECT: Personnel Update

DATE: December 31, 1990

EDUCATION DEPARTMENT

Recruitment has been conducted for a temporary part-time Curatorial Assistant to replace So Kam Ng during her six month maternity leave. The focus of this 20 hour/week position will be on coordinating the production of the Museum's publications. The closing date for receipt of applications was December 26; we have been inundated with responses to our recruitment. We are now reviewing the resumes, and will schedule an interview panel to evaluate the most qualified applicants.

We are also conducting recruitment for a temporary part-time position of Tour Coordinator. This grant-funded position will be responsible for promoting and scheduling group tours for the Tibet Exhibit. The closing date for receipt of applications for this position is January 2. To date we have had a large number of respondents to our advertisement. Interviews will be scheduled for the beginning of January, with the intent of filling the position by the end of the month.

REGISTRATION DEPARTMENT

Recruitment has been conducted for two temporary part-time data entry clerks to enter collection management information into the computer. These positions are funded by a grant from the Institute for Museum Services. The closing date for receipt of applications was December 26. We are currently evaluating the resumes and will designate the most qualified applicants for panel interviews. Part of the selection process will be a job related performance test to determine each candidate's level of skill and accuracy in data entry.

GENERAL PERSONNEL ADMINISTRATION

I am continuing to final-edit the Employee Handbook, and am hopeful that a draft will be distributed to the staff for review within the next few weeks.

Due to time constraints, the projected date for the completion of department head performance evaluation reports has been moved forward to January.

We have created a computer file of potential recruitment sources; this file contains a mailing list of over 250 agencies spanning a wide representation of organizations and agencies. The file enables us to target specific agencies depending upon the nature of the job opening, to encourage affirmative action, and to ensure that each job announcement will receive broad distribution.

ASIAN ART MUSEUM
OF SAN FRANCISCO

December 21, 1990

MEMORANDUM

TO: Rand Castile, Director

FROM: Sherin S. Cole, Operations Manager

SUBJECT: Facilities Report

GLASS DOORS

Mary Griffin feels the recent survey is inconclusive whether signage is needed on the doors or not. She suggests asking Primo Angeli for recommendations.

HVAC

Awaiting heater/feeder system materials to arrive for installation.

ADDITIONAL SECOND FLOOR OFFICES

On hold until funds available.

PAINTING

DPW paint shop has completed painting the dressing room, bathroom and hallway of the Trustees' Auditorium. The side walls and ceiling for the stage has also been completed, giving the stage a much more professional appearance. The painter has also painted several second floor offices, including the conference room, and the lounge area of the downstairs ladies room. He is currently working on the Conservation Area and will be painting the back stairwell. Estimated completion date is December 31st.

PIGEONS

Awaiting recommendations from Animal Control Center regarding possible solutions to our pigeon problem.

THE AVERY BRUNDAGE
COLLECTION

GOLDEN GATE PARK
SAN FRANCISCO
CALIFORNIA 94118
CABLE ASIANART

ROLL DOWN DOORS ON PERIMETER WINDOWS

Cookson Roll Down Door Company began work in early December; however, due to manufacturing errors in the products, the project has been postponed until after the first of the year.

MISCELLANEOUS PROJECTS

Awaiting DPW lock shop to rekey the Museum. Termite control was completed on November 27th. Window shades have been installed in India Gallery. Dedicated circuit lines were installed in Registration and Art Storage prior to installation of the new HP system the Registration Department has purchased. Dedicated circuits were also installed for the computer in Public Relations and for the Merlin telephone system.

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MINUTES

ASIAN ART COMMISSION

Tuesday, January 8, 1991 - 2:00 P.M.

Qing Meeting Room - Asian Art Museum

PRESENT:

Chairman Presiding: Mrs. Lewis Lowe
Vice Chairmen: Mrs. Richard Dirickson
James M. Gerstley
John F. Williams
Secretary: Mrs. Hart H. Spiegel

Hatsuro Aizawa
Alexander D. Calhoun
Mrs. Daniel E. Chu
Willard G. Clark
Laura J. Enos
Roger J. Fleischmann
Thomas J. Klitgaard
Mrs. Theodore B. Lee
J. Sanford Miller
James E. O'Brien
Charles Hall Page
Mrs. Robert Seller

DOCUMENTS DEPT.
FEB 27 1991
SAN FRANCISCO
PUBLIC LIBRARY

ABSENT:

Brook H. Byers
R. Gwin Follis
Jong H. Lee
Donald R. Meyer
Anthony Sun
Deepa Thomas
M. Glenn Vinson, Jr.
Dr. Haydn Williams

IN ATTENDANCE:

Mrs. Richard Covert, Chairman, Docent Council
Mrs. John V. Erickson, Chairman, The Museum Society
Mrs. William Hambrecht, Secretary, Asian Art Museum Foundation
Mrs. Margaret Handelman, President, Society for Asian Art
Dr. Forrest Mortimer, Connoisseurs Council
Mrs. W. Robert Phillips, President, Board of Trustees, The Fine Arts Museums of San Francisco
Kathleen Rydar, Principal, The Rydar Group, Development Consultants

Asian Art Commission
January 8, 1991

Rand Castile, Director
Alan Becker, Acting Director of Development
Clarence Shangraw, Deputy Director and Chief Curator
Judith L. Teichman, Special Assistant to the Director and Project Manager
Lilia Villanueva, Director of Marketing and Public Relations
Margaret S. Lindsay, Executive Secretary

CALL TO ORDER:

The meeting of the Asian Art Commission was called to order at 2:08 P.M. by Chairman Alice G. Lowe, a quorum being present.

APPROVAL OF MINUTES:

The minutes of the November 6, 1990 meeting, having been mailed to all present, were approved as written.

RESOLUTION C90-083 - FINANCIAL COMMITMENT OF COMMISSIONERS AND TRUSTEES:

Because there ceased to be a quorum at the time the following resolution was presented for discussion and approval during the November 6 meeting, the resolution was resubmitted for consideration at this meeting and was approved unanimously as follows:

RESOLUTION C90-083

Financial Commitment of Commissioners

WHEREAS, The Asian Art Museum entered into a new era in its history in 1988 when the Asian Art Commission and the Foundation accepted the offer of the City and County of San Francisco to move the Museum to the "Asian at the Civic Center;" and

WHEREAS, While recognizing the need always to meet professional museum standards, the level of operating support must grow to meet the Asian's expanding needs during this period preceding the move to the Civic Center, and must be maintained thereafter; and

WHEREAS, A clear set of operating priorities, and the demonstrated commitment of the members of the Commission to funding for these priorities, is critical to the strategy for the capital campaign for the new Asian; now, therefore, be it

RESOLVED, That the Commission endorses the following priorities for fundraising, which have been recommended to the Foundation and the Commission by the Director:

1. Operating budget, including establishing a reasonable operating reserve;

2. Exhibitions currently approved by the Commission and Foundation and a reasonable schedule of exhibitions in the future;

3. The planning process, which includes:

 Developing a long-range strategic plan for operation and an architectural space program for the Asian at the Civic Center;

 Selecting an architect for the Asian at the Civic Center and preparation of a schematic design for it; and

 Establishing a base for a capital campaign for the new Asian.

4. A publications program;

5. Acquisitions;

6. Endowment;

7. A contingency reserve to assure the ability to take advantage of exceptional opportunities which may arise.

And, be it further

RESOLVED, That in recognition of the importance of demonstrating their commitment to these priorities, the Commission hereby commits itself and endorses the principle that each member of the Commission commit to contributing or raising $10,000 or more a year in support of the Asian's general operating budget, and such other funds for support of the other priorities as the member personally deems appropriate; and be it further

RESOLVED, That in exceptional cases, the Chairs of the Commission and of the Development Committee may determine that the commitment to contribute or raise funds is met through other than cash contributions.

Asian Art Commission
January 8, 1991

CHAIRMAN'S REPORT:

a. Silver Anniversary Celebration:

Mrs. Lowe confirmed that the March 18th anniversary dinner to honor special friends of the Museum will take place at the Pan Pacific Hotel and the June 6 Odyssey event will be celebrated at the newly restored Sheraton Palace Hotel. The program planned for the children, now called the Family Day Celebration, will include Asian entertainment and lion dancing. Additionally, docents will explain the significance of the various historical and mythological figures which will be roaming through the Museum. The party will be held on Sunday June 9, from 1:00-4:00 P.M. and is intended for children from ages five to twelve and their parents.

b. An Orientation Workshop for New Commissioners and Trustees has been scheduled for February 5 at 11:30 A.M. in the Qing Meeting Room of the Museum.

c. The swearing-in ceremony for new Commissioners, scheduled for January 15, has been postponed by the Mayor's office until a later date which has yet to be announced.

DIRECTOR'S REPORT:

Mr. Castile reported briefly as follows:

. A reception will be held at the Museum on January 16 in honor of the American Ambassador to Nepal, Julia Chang Bloch.

. The Korean Gallery will open on January 23 and will display 110 objects from the Museum's permanent collection and will include ten objects which are on a special year-long loan from the National Museum of Korea.

. A brief report was given on the status of funding efforts in behalf of the Tibet exhibition.

. The Rydar Group's assessment of the Museum's development organization and future prospects has been completed and a report has been submitted to the Executive Committee of the Foundation.

. Mr. Castile commented briefly about the severity of the State's budget deficit and what effect it could have on the arts.

MUSEUM SOCIETY REPORT:

Mr. O'Brien reported that recent developments have indicated the possibility of an imminent agreement with regard to the reorganization of The Museum Society and outlined the salient provisions of a proposed Memorandum of Understanding, which include the transfer of the daily operation of The Museum Society to COFAM and the replacement of the present board by a board appointed by the museums. The new board would have responsibility for setting policies; protection of the name, goodwill and mission of the Society; establishment of membership goals and benefits; determination of reserve levels and annual budget; oversight of major purchases and contracts; approval of membership communication and development policies; and annual review of Triptych publication plans. A contract will be negotiated following the approval in principle of the Memorandum of Understanding.

Mrs. Phillips, President of the Board of Trustees of The Fine Arts Museums, expressed her thanks to Mr. O'Brien and the negotiating team for their efforts in this regard. She indicated her feeling that the proposed agreement, if approved, would allow the two museums to manage their own membership through The Museum Society. She also apprised the Commission that after many conversations about the reconstitution of The Museum Society, the Fine Arts Executive Committee had decided in December, 1990 to recommend the following resolution to its full board at its January 10 meeting:

"Transfer and Acceptance of Membership Program

WHEREAS, The 1990 American Association of Museums reaccreditation report on The Fine Arts Museums of San Francisco stated that "<u>it is our strong recommendation that membership functions and activities be integrated into the Museums and operate under its direct control</u>" in order for the Museums to have a direct relationship with its members, direct and control membership communications, draw upon its members for operating and other forms of support, and design and control membership benefits, costs and staffing; and

WHEREAS, Direct management of its own membership program is ultimately necessary to achieve comprehensive institutional management of the Museums, an objective designated by the COFAM Trustees at their October 11, 1990 meeting as being of the highest priority; and

WHEREAS, The Museum Society Board of Directors decided on October 24, 1990 to develop a plan to transfer its functions to the Fine Arts Museums and the Asian Art Museum by July 1, 1992; now, therefore, be it

RESOLVED, That the Board of Trustees of the Fine Arts Museums of San Francisco does hereby elect to terminate the December 2, 1987 Distribution and Transfer Agreement between The Museum Society, The Fine Arts Museums, the Corporation of the Fine Arts Museums, the Asian Art Commission, and the Asian Art Museum Foundation; and be it

FURTHER RESOLVED, That the Board of Trustees recognizes and accepts the responsibility of operating its own membership program by July 1, 1992; and be it

FURTHER RESOLVED, That the President of the Board of Trustees and the Director of Museums are instructed to begin membership transition planning with The Museum Society; and be it

FURTHER RESOLVED, That The Fine Arts Museums will work amicably with the Asian Art Museum to identify areas of mutual interest in shared administrative support for the separate membership programs of the two museums."

Mrs. Phillips indicated that it was her board's belief that direct management is of the highest priority and expressed her hope that an agreement could be reached prior to the January meeting. Mr. O'Brien reiterated his confidence that an agreement would be achieved during the next day's meeting with The Fine Arts Museums' task force.

Mrs. Erickson, Chairman of The Museum Society, extended the appreciation of the Society to the Asian's team for its cooperation and efforts in working with The Fine Arts Museums towards a resolution.

REPORT OF DEPUTY DIRECTOR AND CHIEF CURATOR:

Mr. Shangraw reported 230 objects were added, through purchase and/or gifts, to the permanent collection in 1990. The recent accessions included three 13th century Thankas from Tibet, a 12th century silver Buddha from Burma; a 1025 silver tribute bowl from China; and a 1383 dated court robe, the only known dated Ming court robe in existence. He emphasized that the collection has been and will continue to be augmented according to Avery Brundage's philosophy of striving for rarity and the very best. He spoke of the small exhibition of jades in Gruhn Court and advised that the Korean gallery is nearing completion on the first floor. Adjacent to the new Korean gallery will be the Tang Family gallery of Chinese paintings and calligraphies, and the remainder of the Chinese galleries will be completed later in the year.

He commented that confirmation of an NEA matching grant of $45,000 for completion of the Chinese gallery installation has been received. Additionally, $35,000 for a special exhibition on brushstrokes and $25,000 for the Chinese ceramics catalogue project has been granted, for a total of $105,000 in 1990.

Mr. Shangraw referred to a status report of various publication projects presently being developed and noted that such reports will be distributed on a regular basis with future exhibitions schedules.

FINANCIAL REPORT:

Due to the absence of the Treasurer, there was no financial report.

COMMITTEE REPORTS:

Ad Hoc Planning Committee - Chairman John Williams invited all Commissioners and Trustees to attend an important presentation on the new main public library building by their architects in the Qing Meeting Room at 5:30 P.M. on February 19.

Exhibitions Committee - Mrs. Spiegel advised that the Exhibitions Committee would meet next on January 29.

Marketing Committee - In reply to concern regarding plans for publicizing the Tibet exhibition, Chairman Williams advised that the project is the Committee's high priority. A proforma has been drawn up to invite probono support in the local public relations effort and Committee member Ernest Beyl has made an offer of support in that area as well.

Public Programs Committee - Chairman Miller commented that he chaired his first meeting on December 11 and was gratified with the continued success of the Education/Outreach program, which in the second half of 1990, has presented twenty-one events to a total audience of 5,830. He is particularly impressed with the range of participation of San Francisco Schools in the Museum's programs and the fact that material developed by Museum staff is being included in the standard curriculum for the sixth grade in San Francisco schools.

Nominating Committee - Chairman Aizawa apprised those present of the ongoing activities of the Nominating Committee and invited them to submit suggestions for prospective positions on the Commission.

Connoisseurs Council - Dr. Mortimer reported that as of January 8, sixty of the 90-member Council have already renewed their membership.

Asian Art Museum Foundation Report:

Mrs. Spiegel announced that at its meeting today, the Foundation Executive Committee elected four new Trustees--Mrs. John Brooks, Mrs. Polly Duxbury, David Lam and Paul Ronan. The new Trustees will attend the orientation for new trustees on Feburary 5 at 11:30 A.M.

Reports from Affiliated Groups:

The Fine Arts Museums - Mrs. Phillips announced that approximately $350,000 has been raised from over 500 donors for the Dutch exhibition which will open on February 13 and will run for three months.

Society for Asian Art - Mrs. Handelman reported that the Society's next course, "Arts of Asia" will commence on January 18. The course will consist of a series of 15 classes and will be specifically intended for training the docents for the Indonesian exhibition.

She announced the Board's approval of funding for two symposiums--the first in October 1991 on Indonesia and the second in 1993 on the James and Elaine Connell Collection of Thai Ceramics, from a grant from the Rudolph Schaeffer School of Design.

Docent Council - Mrs. Covert commented that the Asian docents are looking forward to the Tibet Exhibition and anticipating joint tours during the Indonesia exhibition. She advised that she is putting together a comprehensive report on the Docent Council and when completed will be distributed to all Commissioners.

PUBLIC COMMENT:

At this time, members of the public may address the Commission on items that are within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

ADJOURNMENT:

There being no further business to discuss, the meeting was adjourned at 2:58 P.M.

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ASIAN ART MUSEUM
OF SAN FRANCISCO

CITY AND COUNTY
OF SAN FRANCISCO
ASIAN ART COMMISSION
ASIAN ART MUSEUM
OF SAN FRANCISCO
THE AVERY BRUNDAGE
COLLECTION

Commissioners
MRS. LEWIS LOWE
CHAIRMAN
HATSURO AIZAWA
MRS. JOHN B. BUNKER
BROOK H. BYERS
ALEXANDER D. CALHOUN
MRS. DANIEL E. CHU
WILLARD G. CLARK
MRS. RICHARD DIRICKSON, JR.
PETER F. DRUCKER
LAURA ENOS
WARREN W. FAUS
ROGER J. FLEISCHMANN
R. GWIN FOLLIS
JAMES M. GERSTLEY
CARL D. GUSTAVSON
THOMAS J. KLITGAARD
JONG H. LEE
DONALD R. MEYER
JAMES E. O'BRIEN
CHARLES HALL PAGE
MRS. ROBERT SELLER
RICHARD E. SHELTON
MRS. HART H. SPIEGEL
DEEPA THOMAS
MRS. BRAYTON WILBUR, JR.
DR. HAYDN WILLIAMS
JOHN F. WILLIAMS

Honorary Commissioners
MRS. ADRIAN GRUHN
RICHARD GUMP
JAQUELIN H. HUME
GEORGE F. JEWETT, JR.
EDWARD M. NAGEL
MRS. WALTER H. SHORENSTEIN

RAND CASTILE
DIRECTOR

CLARENCE F. SHANGRAW
CHIEF CURATOR

AGENDA

NOTICE OF SPECIAL MEETING

ASIAN ART COMMISSION

ASIAN ART MUSEUM FOUNDATION

Tuesday, January 15, 1991 - 10:00 A.M.

Qing Meeting Room, Asian Art Museum

There will be a special meeting of the Asian Art Commission and Asian Art Museum Foundation on Tuesday, January 15, 1991 at 10:00 A.M. to discuss and approve a Memorandum of Understanding among the Asian Art Commission, The Fine Arts Museums and COFAM, regarding The Museum Society.

ASIAN ART MUSEUM
OF SAN FRANCISCO
GOLDEN GATE PARK
SAN FRANCISCO, CA 94118
TELEPHONE (415) 668-8921
FAX (415) 668-5926

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NOTICE
MEETING CHANGE

AGENDA

ASIAN ART COMMISSION

Tuesday, March 5, 1991 - 12:00 Noon

Qing Meeting Room - Asian Art Museum

There will be an opportunity for public testimony before action is taken on any agenda item.

1. Call to Order

2. Action Items:

 a. Approval of Minutes of January 8, 1991 Meeting
 b. Resolution C91-006 - Approval of Revised Meeting Schedule
 c. Resolution C91-007 - Nomination of George Sycip to Commission

3. Chairman's Report

 a. Ad Hoc Cultural Affairs Task Force
 b. Silver Anniversary Report
 c. Other Informational Items

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4. Director's Report

 a. Personnel Update
 b. Facilities Update
 c. Other Informational Items

5. Report of Deputy Director and Chief Curator

 a. Exhibitions Update
 b. Other Informational Items

6. Treasurer's Report - M. Glenn Vinson, Jr.

7. Museum Society Report - James E. O'Brien

8. Committee Reports as Needed

9. Other Business

10. Asian Art Museum Foundation Report - Mrs. Spiegel

Agenda
Asian Art Commission Meeting
March 5, 1991

11. Reports from Affiliated Groups

 a. Fine Arts Museums - Mrs. Phillips
 b. The Museum Society - Mrs. Erickson
 c. Museum Society Auxiliary - Mrs. Barry
 d. Society for Asian Art - Mrs. Handelman
 e. Docent Council - Mrs. Covert

12. Public Comment - At this time, members of the public may address the Commission on items that are within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

13. Adjournment

ASIAN ART COMMISSION

RESOLUTION C91-006

Approval of Revised Meeting Schedule

RESOLVED, That the attached revised meeting schedule for the balance of 1991 is approved by the Asian Art Commission.

March 5, 1991

ASIAN ART COMMISSION

MEETING SCHEDULE - 1991

The Asian Art Commission's revised Meeting Schedule for 1991 is indicated below. Unless otherwise notified, all meetings of the full Commission will be held in the Qing Meeting Room on the first floor of the Asian Art Museum. Executive Committee meetings will take place in the Conference Room on the second floor of the Museum.

Full Commission	March 5, 1991	12:00 Noon
Executive Committee	April 2, 1991	10:30 A.M.
Executive Committee	May 7, 1991	10:30 A.M.
Full Commission	June 4, 1991	12:00 Noon
Executive Committee	July 9, 1991	10:30 A.M.
Executive Committee	August 6, 1991	10:30 A.M.
Annual Meeting	September 10, 1991	2:00 P.M.
Executive Committee	October 1, 1991	10:30 A.M.
Executive Committee	November 5, 1991	10:30 A.M.
Full Commission	December 3, 1991	12:00 Noon

ASIAN ART COMMISSION

RESOLUTION C91-007

Nomination of George E. Sycip to Commission

WHEREAS, The Nominating Committee, during the February 5, 1991 Commission meeting, presented the resume of George E. Sycip for consideration and nomination to the Commission; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby endorses the nomination of George E. Sycip to the Asian Art Commission and recommends his appointment to Mayor Agnos.

Attachment

March 5, 1991



HALANNA MANAGEMENT CORPORATION

Fax To: Lilia Villanueva
Asian Art Museum
668-8928

From: George Sycip

Date: February 5, 1991

As requested, enclosed is a summary resume. I also sent a full resume to Rand a couple of weeks, and I am pleased to attach that as well.

"George Sycip is President of Halanna Management Corporation, which is involved in residential real estate investment and development activities in California. In addition, he currently serves as Advisor to the Board of the largest private commercial bank in Indonesia. Up to 1989, Mr. Sycip was the Senior Vice President and Chief Financial Officer of United Savings Bank, a $1 billion institution headquartered in San Francisco, which Mr. Sycip's group acquired from the Federal Savings and Loan Insurance Corporation in 1986 and restored to financial and operational health. As Chief Financial Officer, he was responsible for all treasury, accounting, planning and regulatory compliance functions.

Mr. Sycip is presently a Director and Treasurer of the San Francisco Education Fund and a Director of Friends of the San Francisco Public Library. In 1986, he was appointed by the Mayor of San Francisco as a Commissioner overseeing the City and County of San Francisco's Social Services Department, which had over 1,000 employees and an annual operating budget of $200 million.

Born and raised in the Philippines, Mr. Sycip received his Bachelor of Arts in International Relations/Economics ('With Distinction') from Stanford University and his Masters in Business Administration from the Harvard Business School."

Please let me know if you need any more information.

Geo

233 SANSOME STREET, SUITE 1108
SAN FRANCISCO, CALIFORNIA 94104

ASIAN ART MUSEUM
OF SAN FRANCISCO

February 14, 1991

MEMORANDUM

TO: Rand Castile, Director

FROM: Sherin S. Cole, Operations Manager

SUBJECT: Facilities Report

GLASS DOORS

Awaiting recommendations from Primo Angeli.

HVAC

Heater feeder system project is complete.

ADDITIONAL SECOND FLOOR OFFICES

On Hold until funds available.

PAINTING

Awaiting DPW estimate to paint back stairwell and elevator door.

PIGEONS

Animal Control Center contacted me this week and expects to have recommendations within a couple of weeks.

ROLL DOWN DOORS ON PERIMETER WINDOWS

Awaiting DPW electricians to complete hook up.

MISCELLANEOUS PROJECTS

DPW lock shop scheduled to rekey the Museum beginning March 5th. Awaiting estimates on reflective film on outside entrance doors and filter plans in the fan system. New carpet was installed in the library area of the Conservation Lab. The main office carpet was clean on February 2nd. Work orders have been sent in to DPW for a roof leak repair, relocation of a electrical wall plug, and fabrication and installation of a drip pan under the chiller water line in the Photo Lab.

THE AVERY BRUNDAGE
COLLECTION

GOLDEN GATE PARK
SAN FRANCISCO
CALIFORNIA 94118 •
CABLE: ASIANART

ASIAN ART MUSEUM OF SAN FRANCISCO
THE AVERY BRUNDAGE COLLECTION
GOLDEN GATE PARK, SAN FRANCISCO, CALIFORNIA 94118-4598

TO: Rand Castile
Director

FROM: Valerie Pechenik VP
Personnel Officer

SUBJECT: Personnel Update

DATE: February 26, 1991

EDUCATION DEPARTMENT

Over 100 applications were received for the temporary part-time position of Tour Coordinator for the Tibet Exhibit. Six candidates were selected for interview; an interview panel has been set up for this week.

The recruitment for the temporary part-time position of Office Assistant for the Outreach Office has resulted in the receipt of over 200 applications. The resumes have been screened and interviews have been scheduled with six of the applicants. The selected candidate will begin work at the end of March.

ACCOUNTING DEPARTMENT

We have received over 75 applications for the temporary part-time position of Bookkeeping Assistant to maintain the bookkeeping records for the Tibet Exhibit. Eight candidates have been selected for interviews scheduled this week, with the intent of filling the position by the end of March.

GENERAL PERSONNEL ADMINISTRATION

The Employee Handbook has been distributed in draft for staff review and comments. I have asked that the Handbooks be returned to me by March 22, so that necessary changes can be made. The official Handbook will then be printed and distributed to each staff member.

On Friday, February 22, the Museum hosted a meeting of Human Resource Managers from Bay Area Arts organizations. In attendance were personnel managers from the San Francisco Opera, Symphony, Exploratorium, Academy of Sciences and Fine Arts Museum. This group meets regularly to discuss issues related to administering personnel programs for non-profit cultural institutions.

At the beginning of March, I will be establishing a Job Information Line for recorded information on open positions, application procedures and related personnel matters. This separate phone line should ensure that accurate and consistent job information be readily available to the public at all times; it should also significantly reduce the amount of staff time required to personally respond to repetitive information-seeking calls. Additionally I am in the process of designing and printing new forms to streamline the current application/interview/response procedures.

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MINUTES

ASIAN ART COMMISSION

Tuesday, March 5, 1991 - 12:00 Noon

Qing Meeting Room - Asian Art Museum

PRESENT:

Chairman Presiding:	Mrs. Lewis Lowe
Vice Chairmen:	Mrs. Richard Dirickson
	John F. Williams
Treasurer:	M. Glenn Vinson, Jr.
Secretary:	Hatsuro Aizawa

Willard G. Clark
Donald R. Meyer
J. Sanford Miller
James E. O'Brien
Charles Hall Page
Mrs. Robert Seller
Mrs. Hart Spiegel
Anthony Sun

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ABSENT:

Brook H. Byers
Alexander D. Calhoun
Laura J. Enos
Roger J. Fleischmann
R. Gwin Follis
James M. Gerstley
Thomas J. Klitgaard
Jong H. Lee
Mrs. Theodore B. Lee
Deepa Thomas
Dr. Haydn Williams

IN ATTENDANCE:

J. Dennis Bonney, Trustee, Asian Art Museum Foundation
Neil D. Chaitin, Vice President, Asian Art Museum Foundation
Mrs. Richard Covert, Chairman, Docent Council
Mrs. Margaret Handelman, President, Society for Asian Art
Mrs. Catherine C. Horner - Recording Secretary, The Museum Society Auxiliary
David Lam, Trustee, Asian Art Museum Foundation
Nan Tucker McEvoy, Trustee, Asian Art Museum Foundation
Dr. Forrest Mortimer, Connoisseurs Council

Mrs. Suno Osterweis, Trustee, Asian Art Museum Foundation
Paul J. Ronan, Trustee, Asian Art Museum Foundation

Rand Castile, Director
Alan Becker, Acting Director of Development
Renona Brown, Controller
Clarence Shangraw, Deputy Director and Chief Curator
Judith L. Teichman, Special Assistant to the Director and Project Manager
Lilia Villanueva, Director of Marketing and Public Relations
Margaret S. Lindsay, Executive Secretary

1. Call to Order:

The meeting of the Asian Art Commission was called to order at 12:15 P.M. by Chairman Alice G. Lowe, a quorum being present.

2. Action Items

a. **Approval of Minutes:**

The minutes of the January 8, 1990 meeting, having been mailed to all present, were approved as written.

b. **Resolution C91-006 - Approval of Revised Meeting Schedule:**

After discussion, the following resolution was approved unanimously:

RESOLUTION C91-006

Approval of Revised Meeting Schedule

RESOLVED, That the following revised meeting schedule for the balance of 1991 is approved by the Asian Art Commission.

MEETING SCHEDULE - 1991

The Asian Art Commission's revised Meeting Schedule for 1991 is indicated below. Unless otherwise notified, all meetings of the full Commission will be held in the Qing Meeting Room on the first floor of the Asian Art Museum. Executive Committee meetings will take place in the Conference Room on the second floor of the Museum.

Full Commission	March 5, 1991	12:00 Noon
Executive Committee	April 2, 1991	10:30 A.M.
Executive Committee	May 7, 1991	10:30 A.M.
Full Commission	June 4, 1991	12:00 Noon
Executive Committee	July 9, 1991	10:30 A.M.
Executive Committee	August 6, 1991	10:30 A.M.
Annual Meeting	September 10, 1991	2:00 P.M.
Executive Committee	October 1, 1991	10:30 A.M.
Executive Committee	November 5, 1991	10:30 A.M.
Full Commission	December 3, 1991	12:00 Noon

c. Resolution C91-007 - Nomination of George Sycip to the Commission:

The following resolution was approved unanimously:

RESOLUTION C91-007

Nomination of George E. Sycip

To the Asian Art Commission

WHEREAS, The Nominating Committee, during the February 5, 1991 Commission meeting, presented the resume of George E. Sycip for consideration and nomination to the Commission; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby endorses the nomination of George E. Sycip to the Asian Art Commission and recommends his appointment to Mayor Agnos.

3. **Chairman's Report:**

a. **Ad Hoc Cultural Affairs Task Force** - Mrs. Lowe provided an update on the proposed Democratic Arts Club resolution to the Economic and Social Policy Committee of the Board of Supervisors. The resolution will propose that a cultural affairs task force be established to study the possibility of instituting a department of cultural affairs. Discussion followed.

b. **Silver Anniversary Celebration Report** - Mrs. Lowe restated the following important dates connected with the Silver Anniversary Celebration:

March 18	Inaugural Dinner at the Pan Pacific Hotel
June 6	Odyssey through the Orient at the Sheraton Palace Hotel
June 9	Family Day at the Museum

c. Mrs. Lowe announced that the Museum has been nominated by the Chamber of Commerce for the Chamber's annual arts organization award for excellence which will be presented on May 17.

4. **Director's Report:**

The Director reported briefly on the following subjects:

- Preparations for the Tibet exhibition are proceeding well; a recent $15,000 grant has been received from the Hewlett-Packard Foundation. The tentative schedule of events in connection with His Holiness, the Dali Lama's, visit to the Museum on April 12th was outlined.

- A recent meeting of the California Arts Council, cochaired by the Director, was held at the Museum to review the process and funding policies of the Council as well as its goals and past accomplishments. Three additional meetings of this committee have been scheduled.

- The Peter Drucker program, scheduled for March 18 to

inaugurate the Museum's corporate support campaign, has been postponed and will be rescheduled.

- The recently completed renderings illustrating conceptual impressions of the Museum at the Civic Center were made available for viewing during the meeting. It is intended that these renderings will be displayed side by side with those of the proposed new Main Public Library building.

- The search for an Administrator and Development Director is continuing.

5. Report of Deputy Director and Chief Curator:

Mr. Shangraw's report included the following:

- The longest running thematic exhibition in the history of the Museum--Women, Auspicious and Divine--is now closed.

- Preparations for the Tibet exhibition are in full progress and include a series of advertisements.

- A 1026 tribute bowl selected as a symbol of the Museum's 25th anniversary is now on display; a 12th century brushwasher is also on display in honor of the Asian Lunar New Year.

- The Japanese Handbook is in the final layout stages and is well on schedule; the 25th Anniversary Brochure is also on schedule.

- The first phase of the ongoing collection inventory project has been completed with the entry of basic information on 9,000 pieces; the next step of the project is presently underway.

6. Treasurer's Report

Mr. Vinson commented that the Museum continues to run on a deficit basis with cash balances at a historically low point. Cutbacks may be necessary to some of the many essential programs funded by the Foundation, making increased efforts for new funding even more crucial. He indicated that new budget proposals will be available for consideration during next month's budget review meeting and emphasized that even though a full year of funding during the next fiscal year will

improve the income side, it must be recognized that, in the short term, expenditures have outgrown the museum's ability to raise money.

7. Museum Society Report:

Mr. O'Brien reported that a draft contract covering the reorganization of The Museum Society has been received and is presently under review. In accordance with the terms of the agreement, a new board will be appointed and will be composed of ten members, representing equally the Asian Art Museum and the Fine Arts Museum. The new board will be responsible for determining the mission of the new Museum Society as an organization on behalf of all the museums. An important provision of the agreement is that after the mission is agreed upon and adopted by the new board, the parent museums will not compete with the Museum Society in the performance of its mission.

8. Committee Reports:

Ad Hoc Planning Committee - Chairman John Williams referred to the renderings of the new Asian Art Museum at Civic Center, commenting that a spirit of cooperation and guidance has been exhibited by the Public Library team. Funding for the planning process required to maintain the Museum's presence and fulfill the goal to move to Civic Center remains a vital issue. The planning process budget has been restructured and the current funding required to bring the planning process to fruition is $960,000. In addition, there is a $700,000 requirement for the development of preliminary schematic plans. He asked those present to consider this when making their pledges for funding.

Exhibitions Committee - Mrs. Spiegel advised that the Exhibitions Committee will now be known as the "Exhibitions and Publications Committee." She noted that in the past year more than $1-1/2 million was raised for exhibitions and emphasized that no exhibition budget will be submitted for approval in the future unless there is projected funding.

Nominating Committee - Chairman Aizawa announced that the Nominating Committee has met and nominated Patricia Sprincin for election to the Commission. Mrs. Sprincin is presently a member of the Board of The Museum Society and Chairman of the "Odyssey through the Orient" event.

Asian Art Museum Foundation Report - Mrs. Spiegel announced that four new Trustees have been elected to the Foundation: Mrs. John Brooks, Mrs. Polly Duxbury, David Lam and Paul J. Ronan.

Having taken the responsibility of contacting Commissioners and Trustees regarding their fiscal intentions, she noted her delight at the responses received so far. She reiterated the importance of 100% participation on the part of the boards when applying to foundations for financial assistance.

Reports from Affiliated Groups:

The Museum Society Auxiliary - Mrs. Horner encouraged all to attend the Auxiliary's annual fund-raiser, "Bouquets to Art" during the week of March 12.

Society for Asian Art - A documentation of the gifts bestowed on the Museum by the Society for Asian Art, was made in recognition of the Museum's 25th anniversary. The study indicated that the gifts made throughout the years amounted to over $500,000. Mrs. Handelman noted that the Society has continually supported exhibitions, publications, symposia, and lectures and, in addition, provides training for Asian docents equivalent to a three-year college level program.

Docent Council - Mrs. Covert announced that the Asian docents are working very closely with staff in preparation for the Tibetan exhibition. Additionally, a new Asian docent training program will be initiated in September and applications are presently being accepted.

Public Comment:

At this time, members of the public may address the Commission on items that are within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes. There was no public comment at this time.

Adjournment:

There being no further business to discuss, the meeting was adjourned at 1:05 P.M.

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AGENDA

ASIAN ART COMMISSION

Tuesday, June 4, 1991 - 12:00 Noon

Qing Meeting Room - Asian Art Museum

DOCUMENTS DEPT.
MAY 3 0 1991
SAN FRANCISCO
PUBLIC LIBRARY

There will be an opportunity for public testimony before action is taken on any agenda item.

1. Call to Order

2. Welcome New Members and Guests

3. Action Items:

 a. Approval of Minutes of March 5, 1991 Meeting

 b. Resolution C91-016 - Authorizing the Director to Enter into Agreement with Lindvall, Richter & Associates to Conduct a Peer Review of the Seismic Strengthening Study of the Main Public Library Building

 c. Resolution C91-017 - Acceptance of Resignation and Resolution of Appreciation - Mrs. Theodore B. Lee

 d. Resolution C91-018 - Acceptance of Resignation and Resolution of Appreciation - Dr. Haydn Williams

 e. Resolution C91-019 - Nomination of James Murad to Commission

 f. Resolution C91-020 - Approval of Revised Meeting Schedule

 g. Resolution C91-021 - Resolution of Appreciation to The Museum Society Auxiliary

 h. Resolution C91-022 - Approval of Revised Budget for Indonesian Exhibition

 i. Resolution C91-023 - Authorization for Director to Enter into a Contractual Agreement with Concession Vendor in Connection with Indonesian Exhibition

 j. Resolution C91-024 - Approval of Revised Budget for Ataka Exhibition

 k. Resolution C91-025 Authorization to Expend Funds toward the Production of a Catalogue for the Philippine Gold Exhibition

Agenda
Asian Art Commission Meeting
June 4, 1991

l. Resolution C91-026 - Approval of Increase in Admission Fee

m. Resolution C91-027 - Approval of Preliminary Combined Budget for Fiscal 1991-92

4. Chairman's Report

 a. The Museum Society Board
 b. Silver Anniversary Report
 c. Ad Hoc Cultural Affairs Task Force
 d. Other Informational Items

5. Director's Report

 a. Personnel Update
 b. Facilities Update
 c. Other Informational Items

6. Report of Deputy Director and Chief Curator

 a. Exhibitions Update
 b. Other Informational Items

7. Financial Report - Renona Brown, Controller

8. Odyssey through the Orient Report - Mrs. Sprincin

9. Other Committee Reports as Needed

10. Asian Art Museum Foundation Report - Mrs. Spiegel

11. Reports from Affiliated Groups

 a. Fine Arts Museums - Mrs. Phillips
 b. The Museum Society
 c. Museum Society Auxiliary - Mrs. Barry
 d. Society for Asian Art - Mrs. Handelman
 e. Docent Council - Mrs. Covert

12. Other Business

Agenda
Asian Art Commission Meeting
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13. Public Comment - At this time, members of the public may address the Commission on items that are within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

14. Adjournment

ASIAN ART COMMISSION

RESOLUTION C91-016

Authorizing the Director to Enter Into Agreement with Lindvall, Richter & Associates to Conduct a Peer Review of the Seismic Strengthening Study of the Main Public Library

WHEREAS, The Ad Hoc Planning Committee has reviewed the proposed scope of work and fee for the Peer Review of the seismic strengthening study of the main public library building, to be funded with the proceeds of the November 1989 Seismic Bond Measure; and

WHEREAS, The Ad Hoc Planning Committee recommends that the Commission approve the terms of the agreement as proposed and authorize the Director to enter into the agreement; now, therefore, be it

RESOLVED, That the Director is authorized to enter into an agreement with the firm of Lindvall, Richter & Associates to conduct a Peer Review of the seismic strenghtening study of hte main public library building, as recommended by the Ad Hoc Planning Committee.

June 4, 1991

RESOLUTION C91-017

Acceptance of Resignation and Resolution of Appreciation Mrs. Theodore B. Lee

WHEREAS, Commissioner Doris Lee has recently submitted her resignation to the Asian Art Commission; and

WHEREAS, Her fellow Commissioners are most appreciative of Mrs. Lee's efforts on behalf of the Commission and the Asian Art Museum, particularly in the area of financial counsel; now, therefore, be it

RESOLVED, That the Asian Art Commission regretfully accepts Mrs. Lee's resignation and extends to her its sincere gratitude for her dedication to the Commission and the Museum.

June 4, 1991

ASIAN ART COMMISSION

RESOLUTION C91-018

Acceptance of Resignation and Resolution of Appreciation - Dr. Haydn Williams

WHEREAS, Dr. Haydn Williams has resigned from the Asian Art Commission and the Asian Art Museum Foundation, after serving since the inception of both organizations to their great benefit; and

WHEREAS, The Museum, staff, fellow Commissioners and Trustees are most grateful to Dr. Williams who brought experience in Asia as well as in many other fields, and added greatly to their knowledge, to the profit of the Museum and all concerned; now, therefore, be it

RESOLVED, That the members of the Asian Art Commission and the Trustees of the Asian Art Museum Foundation wish to acknowledge and honor Dr. Haydn Williams for his sound advice and many worthwhile contributions to the Asian Art Museum, and to record their firm conviction that the growth and direction of the Asian Art Museum owe a great deal to the service and example of Dr. Williams.

June 4, 1991

ASIAN ART COMMISSION

RESOLUTION C91-019

Nomination of Mr. James Murad to the Asian Art Commission

WHEREAS, The Nominating Committee has recommended the election of Mr. James Murad to the Asian Art Commission; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby endorses the nomination of Mr. James Murad to the Commission and recommends to Mayor Agnos his appointment.

Attachments

June 4, 1991

JAMES MURAD

Mr. Murad is a senior partner, the Chairman of Cooper, White & Cooper's real estate and environmental practice group and cochair of the firm's Business Department. A 1963 graduate of Hastings College of the Law, Mr. Murad joined Cooper, White & Cooper in 1965 after 18 months in the office of the Attorney General of the state of California.

Mr. Murad has practiced principally in the areas of commercial transactions and the acquisition, sale, development, and financing of real estate throughout the state of California and in Oregon, Nevada, Hawaii, New York, Arizona, Texas, and Baja California.

A former Planning Commissioner for the city of Belvedere, Mr. Murad is currently a Director of the Society for Asian Art at San Francisco's Asian Art Museum. He is a frequent lecturer for California's Continuing Education of the Bar on real estate and business topics and was a lecturer at law at Golden Gate University Law School in San Francisco.

Mr. Murad is a member of the Asian Art Museum's Connoisseurs Council. He is particularly interested in Japanese wood block prints and Indian miniature paintings. His wife, Ruth, is a docent with the Asian Art Museum and has also served on the Board of Directors of the Society for Asian Art.

ASIAN ART COMMISSION

RESOLUTION C91-020

Approval of Revised Meeting Schedule

RESOLVED, That the attached revised meeting schedule for the balance of 1991 is approved by the Asian Art Commission.

June 4, 1991

ASIAN ART COMMISSION

REVISED MEETING SCHEDULE - 1991

The Asian Art Commission's revised Meeting Schedule for 1991 is indicated below. Unless otherwise notified, all meetings of the full Commission will be held in the Qing Meeting Room on the first floor of the Asian Art Museum. Executive Committee meetings will take place in the Conference Room on the second floor of the Museum. All meetings, with the exception of the Annual Meeting on September 10, will take place at 12:00 Noon.

Full Commission	March 5, 1991	12:00 Noon
Executive Committee	April 2, 1991	12:00 Noon
Executive Committee	May 7, 1991	12:00 Noon
Full Commission	June 4, 1991	12:00 Noon
Executive Committee	July 9, 1991	12:00 Noon
Executive Committee	August 6, 1991	12:00 Noon
Annual Meeting	September 10, 1991	2:00 P.M.*
Executive Committee	October 1, 1991	12:00 Noon
Executive Committee	November 5, 1991	12:00 Noon
Full Commission	December 3, 1991	12:00 Noon

*Annual Meeting is preceded by a luncheon at 12:00 Noon

ASIAN ART COMMISSION

RESOLUTION C91-021

Resolution of Appreciation to the Museum Society Auxiliary

RESOLVED, That the members of the Asian Art Commission wish to acknowledge with gratitude the many worthwhile contributions of The Museum Society Auxiliary to the Asian Art Museum and especially the Auxiliary's latest gift of $50,000 towards the Sculpture of Indonesia exhibition; and be it further

RESOLVED, That as a token of appreciation, a special object of art will be named in honor of The Museum Society Auxiliary.

June 4, 1991

ASIAN ART COMMISSION

RESOLUTION C91-022

Approval of Revised Budget for Indonesian Exhibition

WHEREAS, The original budget for the Indonesian Exhibition, approved by the Commission and Foundation on February 6, 1990 pending full funding, has been revised downward from $784,705 to $383,532; and

WHEREAS, Funding has been received and/or pledged in the revised amount and the Exhibitions and Publications Committee, at its meeting of May 21, 1991, recommended approval of the revised budget; now, therefore, be it

RESOLVED, That the revised Indonesian exhibition budget, as indicated on the attachment, is hereby approved.

Attachment

June 4, 1991

5/20/91

ASIAN ART MUSEUM OF SAN FRANCISCO

Sculpture of Indonesia

Budget

Dates: September 28, 1991 - January 5, 1992
Curator: Nancy Hock
#/Objects: 120
Department: 98
Program: 9809

Funding Codes:

Source	Amount	Fund
Individuals/Unrestricted	$ 52,000	9930
Cost Recovery/Catalogues	$ 21,957	0047
Corporate/Unrestricted	$ 36,075	9931
Wattis Fund (Symposium)	$ 5,000	0041
Fest./Indonesia (Symposium)	$ 6,000	9932
Society AA (Symposium)	$ 5,000	9933
Cost Recovery (Symposium)	$ 7,500	
Museum Society/Auxiliary	50,000	
Indonesian Government	$200,000	

Expenses	Amt.	Acct.	Fnd.
ADMINISTRATION/PLANNING (085)			
Organization/Transport/Display Insurance, Packing, Shipping and Transport, Display Cases	200,000	720.00	
Travel			
2 Domestic/Houston	1,100	975.10	9930
Communication			
Telephone, FAX, Mail	500	970.00	
Hospitality	1,000	929.00	
Subtotal Administration	**202,600**		
CONSERVATION/REGISTRATION (098)			
Conservation Supplies	300	855.00	
Truck Rental	500	768.00	
Crate Storage	2,000	766.00	
Subtotal Conservation/Registration	**2,800**		

INSTALLATION/DEINSTALLATION (086)		
Technical Support		
Lighting tech ($200 p.d./15 days)	3,000	651.01
Preparator (1 month)	2,400	
Materials		
Vitrines	8,000	825.00
Fabric	2,000	803.00
Lumber	3,500	811.00
Paint/Hardware	1,000	816.00
Subtotal Installation	**19,900**	
SIGNAGE (088)		
Interior		
Banner	1,800	790.00
Large Title/2	600	790.00
Text Panels/15	7,800	790.00
Exterior	900	790.00
Subtotal Signage	**11,100**	
SECURITY (095)		
Contracted Security Service		
(1 guard/13 weeks/$428 per week)	5,564	684.01
Subtotal Security	**5,564**	
EDUCATION (089)		
Subtotal Education	**0**	
PUBLIC PROGRAMS (090)		
Performances		
Honoraria	2,500	771.00
Accommodations	1,550	975.05
Theatre Technician	600	792.03
Photo Documentation	150	730.00
Security	500	684.01
Program Notes (Design)	300	780.00
Program Notes (Printing/Prod)	750	778.01
PR Photos	250	788.00
Tickets	50	778.01
Program Mailer		
Design	300	780.00

Production/Printing	800	778.01
Mailing/Postage	250	758.00
Subtotal	8,000	
Film Series		
Film Rentals	1,900	785.00
Shipping	700	785.00
Projectionist (8 x/$250 ea.)	2,000	792.02
Security (8 x $200 ea.)	1,600	684.01
Tickets (8 x $40)	320	778.01
Program Mailer		
Design	300	780.00
Production/Printing	930	778.01
Mailing/Postage	250	758.00
Subtotal	8,000	
Subtotal Public Programs	**16,000**	
PROMOTION (090)		
Posters (1,000 @ $1.50 ea)	1,500	778.02
Poster Distribution	600	901.00
PR Assistant (4 mo./fulltime)	12,400	624.00
Advertising/Design	2,000	780.00
Advertising/Print	25,000	901.00
Press Preview		
Invitation	500	732.00
Catering	1,000	732.00
Catalogues (50 @ $12 ea.)	600	721.00
Subtotal Promotion	**43,600**	
BOOKSHOP (096)		
Catalogue (1,950 @ $11.26 ea.)	21,957	501.08
Operating Expenses	5,000	
Subtotal Bookshop	**26,957**	
AUXILIARY SPECIAL EVENTS/PROGRAMS (094)		
Symposium		
Transportation	4,350	975.05
Accommod./per diem	2,700	975.05
Honoraria	2,700	701.00
Reception	4,500	929.00
Printed Materials	1,200	778.01
Projectionist	150	792.03
Security	400	684.01

Advertising	3,000	901.00
Brochure		
Printing	3,000	778.01
Mailing	1,000	758.00
Design/Typeset	500	780.00
Subtotal Symposium	**23,500**	
Opening Reception (500 people)		
Invitation	2,500	778.02
Postage	375	758.00
Program	100	771.00
Catering	6,000	732.00
Security	1,000	682.00
AV Equipment/Tech	150	792.04
Decor	150	799.00
Entertainment	800	771.00
Subtotal Opening Reception	11,075	
Subtotal Auxiliary Special Events	**34,575**	
Exhibition Expenses		363,096
Contingency		20,436
Subtotal		**$383,532**

Exhibition Support

Symposium (Wattis, NEH, SAA)--Rec'd and Pledged	$ 16,000
Indonesian Government	200,000
Individuals	
Jack Bogart (written pledge/1/2 rec'd)	25,000
Jed Frost (written pledge rec'd)	25,000
Natalie Kohler (rec'd)	2,000
Catalogue Sales (cost recovery)	21,957
Symposium (Ticket Sales)	7,500
Corporations	
Chevron (opening confirmed/in-kind)	11,075
Interpacific (written commitment rec'd)	25,000
Museum Society/Auxiliary	50,000
Total Rec'd/Pledged	**$383,532**

ASIAN ART COMMISSION

RESOLUTION C91-023

Authorization for Director to Enter into a Contractual Agreement with Concession Vendor in Connection with Indonesia Exhibition

WHEREAS, The Foundation and Commission have approved the revised budget for the exhibition, "Sculpture of Indonesia;" and

WHEREAS, "Sculpture of Indonesia," which is scheduled to be shown at the Asian Art Museum September 28, 1991 through January 5, 1992, features 120 masterpiece sculptures from Indonesia and is a major component of the 18-month-long national Festival of Indonesia; and

WHEREAS, "Sculpture of Indonesia" will be shown in San Francisco concurrently with "Beyond the Java Sea" exhibition at the deYoung Museum; and

WHEREAS, The expected number of visitors to view the exhibitions at both museums is approximately 200,000; and

WHEREAS, The exhibition period of "Sculpture" covers the Christmas holiday period for visitors to the Museum; and

WHEREAS, The publicity for the "Sculpture" exhibition will be boosted by the concurrent publicity for the "Beyond.." exhibition at the de Young; and

WHEREAS, A gift shop in conjunction with "Sculpture" will provide a venue for the sale of Museum-purchased catalogues, postcards, and related titles; and

WHEREAS, The Asian Art Museum has received a favorable proposal from the House of Pennathur, the current vendor for the Tibet exhibition shop, to operate, stock, and manage a full-scale exhibition shop; and

WHEREAS, The current Tibet exhibition shop will provide display fixtures and cash registers for the "Sculpture" shop, thereby reducing the cost of construction; and

WHEREAS, House of Pennathur would provide staff to manage the shop and supply Indonesian merchandise approved by the Museum at no cost to the Museum; and

WHEREAS, The specifications for an agreement with the House of Pennathur include a 20 percent commission paid to the Museum on all sales of vendor-produced goods, and a 12 percent commission paid to the vendor on all sales of Museum-produced goods; and

WHEREAS, The Asian Art Museum stands to gain more in net income from the sale of exhibition-related merchandise by contracting with House of Pennathur; now, therefore be it

RESOLVED, That the Asian Art Commission, subject to approval by the Foundation, authorizes the Director to enter into an agreement with House of Pennathur to manage, operate, and stock with best quality merchandise the "Sculpture" store as well as realize the best net profit to the Museum.

June 4, 1991

ASIAN ART COMMISSION

RESOLUTION C91-024

**Approval of Budget for Exhibition Entitled,
The Radiance of Jade and the Crystal Clarity of Water:
Korean Ceramics from the Ataka Collection**

WHEREAS, The proposed Ataka exhibition, organized by the Art Institute of Chicago, and featuring ceramics from the Koryo and Chosen periods, has been approved by the Exhibitions and Publications Committee; and

WHEREAS, The Exhibitions and Publications Committee, at its meeting of May 21, 1991, recommended Commission approval of the budget for the Ataka exhibition; now, therefore, be it

RESOLVED, That the budget for the Ataka exhibition as indicated on the attachment is hereby approved, pending approval by the Foundation, full funding having been pledged by Sumitomo Bank.

Attachment

June 6, 1991

5/20/91

The Radiance of Jade and the Crystal Clarity of Water: Korean Ceramics from the Ataka Collection

Budget

Dates: March 2 - April 26, 1992
Gallery: Magnin
Curator: Kumja Kim
#/objects: 115
Department: 98
Program #: 9816

Expenses

	AMOUNT	ACCT.	FUND
I. ADMINISTRATION/PLANNING (085)			
Curatorial/Staff Travel			
Curator--Chicago			
Airfare	0	975.04	
Travel Expense/3 days	0	975.04	
(covered by Chicago lect. fee)			
Communications--FAX, phone, etc.	0	970.00	
Total Administration/Planning	**0**		
II. CONSERVATION/REGISTRATION (098)			
Conservatation Supplies	0	855.00	
Total Conservation/Registration	**0**		
III. PHOTOGRAPHY (097)			
Total Photography	**0**		
IV. PACKING/SHIPPING and INSURANCE (087)			
Crate Storage	2,000	766.00	
Transport (local trucking)	500	764.03	
Total Packing/Shipping and Insurance	**2,500**		

V. INSTALLATION/DEINSTALLATION (086)

Technical Support		
Lighting tech (5 days/$200 p.d.)	1,000	651.01
Lighting Fixtures	500	786.00
Installation Materials		
Vitrines (25/$400 ea.)	5,000	825.00
Fabric (38 yards/$65 yard)	2,500	803.00
Lumber/Pedestels/Pylons	3,000	811.00
Paint/Paint Supp.	500	816.00
Hardware (mounts, pigs etc.)	1,500	808.00
Total Installation/Deinstallation	**14,000**	

VI. SIGNAGE AND GRAPHICS (088)

Didactic Panels (10 @ $250 ea.)	2,500	790.00
Title Panels (2 @ $500 ea.)	1,000	790.00
Exterior Signage (1 @ 1400)	1,400	790.00
Labels (in-house production)	500	773.00
Total Signage and Graphics	**5,400**	

VIII. SECURITY (095)

Contracted Security Service		
($400 per week/1 guard)	2,800	684.01
Total Security	**2,800**	

IX. EDUCATION (089)

Gallery Checklist (50,000 copies)		
Purchase from Art Institute	0	778.01
Subtotal Checklist	0	
Lectures		
Honoraria		
1 x $250	250	701.00
Airfare ($500)	500	975.05
Surface Transport	50	975.05
Accommodations (3 days)	300	975.05
Per Diem 3/$50 per day	150	975.05
Projectionist 1/$50 ea.	50	792.02
Security ($375)	275	684.01
Flyer	400	
Subtotal Lectures	1,975	

Total Education	**1,975**

X. PUBLIC PROGRAMS (090)

Total Public Programs	**0**

XI. PROMOTION (092)

Total Public Relations	**0**

XII. BOOKSHOP (096)

Total Bookshop	**0**

XIII. AUXILIARY SPECIAL EVENTS/PROGRAMS (094)

Total Auxiliary Special Events/Programs	**0**

Exhibition Expenses	26,675
Contingency	0
Total Exhibition Expenses	**$ 26,675**

Exhibition Support:

Pledged:

Sumitomo (support of local costs/through Art Institute)	25,000
Society for Asian Art (modest lecture support)	1,675

ASIAN ART COMMISSION

RESOLUTION C91-025

Authorization to Expend Funds toward a Catalogue for the Philippine Gold Exhibition

WHEREAS, If there is to be a catalogue in connection with the proposed Philippine Gold exhibition, work must commence by June 30, 1991; and

WHEREAS, The Exhibitions and Publications Committee, at its meeting of March 21, 1991, recommended authorization be given to expend an amount not to exceed $35,000 towards the production of a catalogue, provided that amount is fully funded by June 30, 1991 and that the contributors acknowledge, in writing, that such donations are qualified by the Museum as planning funds, and that the contribution of such funds in no way guarantees the production of the publication or the exhibition; and

WHEREAS, Any agreement regarding the catalogue should not be signed prior to June 30, 1991; now, therefore, be it

RESOLVED, That the Asian Art Commission, pending approval by the Foundation, hereby approves the above recommendation.

June 4, 1991

ASIAN ART COMMISSION

RESOLUTION C91-027

Approval of Preliminary Combined Budget for Fiscal 1991-92

WHEREAS, The combined budget for fiscal 1991-92, based on substantial reductions in allocations from the City and County of San Francisco and the State of California, is preliminary since several considerations which may affect this year's cash balance and next year's income cannot be fully determined at this time; now, therefore, be it

RESOLVED, That the preliminary combined budget for fiscal 1991-92 is approved for the interim period of July 1 through September 10, 1991, pending further adjustments and resubmission for final approval at the annual meeting.

June 4, 1991

PLEASE NOTE:

Budget packets will be mailed under separate cover.

ASIAN ART MUSEUM OF SAN FRANCISCO
THE AVERY BRUNDAGE COLLECTION
GOLDEN GATE PARK, SAN FRANCISCO, CALIFORNIA 94118-4598

TO: Rand Castile
Director

FROM: Valerie Pechenik
Personnel Officer

RE: Personnel Update

DATE: May 28, 1991

EMPLOYEE LAYOFFS

Due to a budget deficit, four permanent Foundation employees were laid off from their positions effective May 19, 1991; one temporary part-time Foundation employee will be laid off effective May 30, 1991.

Most of the time of the Personnel Officer during the past month has been spent in implementing these layoffs. The Museum's policies and provisions regarding layoffs of Foundation personnel have been structured to correspond as closely as possible to the Civil Service model.

Meetings have been held with representatives of Local 790 and with employees to discuss various issues in regard to the layoffs. Additionally, on May 7, a personnel consultant from the Business Volunteers for the Arts Council volunteered her time to hold a workshop on resume writing and job search techniques. On May 14, a counselor from the Employee Assistance Program, Department of Public Health, met with interested staff to explain the resources offered by this Program, including workshops on job transitions, stress management and conflict resolution. The counselor indicated his willingness to develop workshops specifically for the Asian Art Museum to meet the current and future needs of the staff.

GENERAL PERSONNEL ADMINISTRATION

The deadline for the return of comments on the draft Employee Handbook was May 3. The final editing of the Handbook can now take place.

Pre-printed postcards have been developed to respond to unsolicited and solicited resumes. These response cards should greatly reduce the amount of clerical time and paperwork involved in the processing of resumes.

This month I have attended a workshop on Employment Law and Employee Records-Keeping sponsored by the San Francisco Employers' Advisory Council. Additionally, I attended a meeting of the Human Resource Managers Arts Council to discuss the topic of Employee Discipline. This Thursday, I will attend a workshop on Performance Evaluation given by the City's Council of Human Resource Managers.

ASIAN ART MUSEUM OF SAN FRANCISCO

May 24, 1991

MEMORANDUM

TO: Rand Castile, Director

FROM: Sherin S. Cole, Operations Manager

SUBJECT: Facilities Report

GLASS DOORS

Awaiting recommendations from Primo Angeli.

HVAC

Jim Hartman, Chief Engineer and I met with Steve Mullinnix, Asbestos Program Manager for Department of Public Works. Steve will be writing a work plan for removal of the asbestos from the pipe lagging on the roof. Once the plan is complete, DPW engineering will be scheduling the work, which will include replacement of the fan unit. Funds will be made available through HVAC Phase II Capital Improvement Funds.

ADDITIONAL SECOND FLOOR OFFICES

On hold until funds available.

PAINTING

Estimate has been received to paint back stairwell and elevator door. Work may be postponed until next year pending funds available.

PIGEONS

Jim Hartman and I met with Joe Brennan, Operations Manager at CAS and Mike Burrows, Engineer at the Aquarium to review the material received from Animal Control Center. It was decided that each building will be tested with a different product and monitored for results. After a six month trial period, we will review results and proceed accordingly. CAS will be installing netting in a

particularly hazardous area. The Fine Arts Building will try sonics on their roof area, and the Asian Art Museum will do a combination of a product called "Bird Barrier" and netting.

ROLL DOWN DOORS ON PERIMETER WINDOWS

The installation has been completed; however, Cookson Door Company and DPW electricians have scheduled an onsite meeting since only one door is functioning properly.

SECURITY UPGRADE

National Guardian has completed installation of all additional monitors, detectors, roof camera, and pan and tilt.

FIRE SYSTEM UPGRADE

National Guardian conducted a test of our fire system several months ago and items were identified that needed correction. A modification to the existing National Guardian contract has been requested to upgrade our fire system.

MISCELLANEOUS PROJECTS

Awaiting estimates on reflective film on outside entrance doors. Filter fans, roof leak repair, and fabrication and installation of a drip pan under the chiller water line in the Photo Lab has been completed. The motor fans for the first floor rest rooms and the repair of the exhaust fan for the Trustees' Auditorium have also been completed.

SF

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MINUTES

ASIAN ART COMMISSION

Tuesday, June 4, 1991 - 12:00 Noon

Qing Meeting Room - Asian Art Museum

PRESENT:

Chairman Presiding:	Mrs. Lewis Lowe
Vice Chairman:	John F. Williams
Secretary:	Hatsuro Aizawa

Alexander D. Calhoun
Willard G. Clark
Laura J. Enos
Thomas J. Klitgaard
J. Sanford Miller
James E. O'Brien
Charles Hall Page
Mrs. Robert Seller
Mrs. Hart Spiegel
Mrs. Charles Sprincin
Anthony Sun
George Sycip

ABSENT:

Brook H. Byers
Mrs. Richard Dirickson
Roger J. Fleischmann
R. Gwin Follis
James M. Gerstley
Jong H. Lee
Donald R. Meyer
Masaya Okumura
Deepa Thomas
M. Glenn Vinson, Jr.

IN ATTENDANCE: Asian Art Museum Foundation Members:

Johnson S. Bogart
Mrs. John Brooks
Robert Brown
Margaret Blunt Catron
Neil D. Chaitin
Mrs. William Hambrecht
Rakesh K. Kaul
Margaret Polak

Mrs. Nelson Barry, Chairman, The Museum Society Auxiliary
Mrs. Neil D. Chaitin, First Vice President, Society for Asian Art
Mrs. Richard Covert, Chairman, Docent Council
Dr. Forrest Mortimer, Connoisseurs Council

Sudha Pennathur, House of Pennathur, Tibetan Exhibition Shop Operator

Rand Castile, Director
Alan Becker, Acting Director of Development
Renona Brown, Controller
Clarence Shangraw, Deputy Director and Chief Curator
Judith L. Teichman, Special Assistant to the Director and Project Manager
Lilia Villanueva, Director of Marketing and Public Relations
Margaret S. Lindsay, Executive Secretary

1. Call to Order:

The meeting of the Asian Art Commission was called to order at 12:25 P.M. by Chairman Alice G. Lowe, a quorum being present. Mrs. Lowe welcomed new Commissioners Patricia Sprincin and George Sycip and newly elected Trustees Robert Brown, Margaret Blunt Catron and Margaret Polak to the meeting.

2. Approval of Minutes:

The minutes of the March 5, 1991 meeting, having been mailed to all present, were approved as written.

3. After discussion, the following resolutions were approved:

RESOLUTION C91-016

Authorizing the Director to Enter into Agreement with Lindvall, Richter & Associates to Conduct a Peer Review of the Seismic Strengthening Study of the Main Public Library Building

WHEREAS, The Ad Hoc Planning Committee has reviewed the proposed scope of work and fee for the Peer Review of the seismic strengthening study of the main public library building, to be funded with the proceeds of the November 1989 Seismic Bond Measure; and

WHEREAS, The Ad Hoc Planning Committee recommends that the Commission approve the terms of the agreement as proposed and authorize the Director to enter into the agreement; now, therefore, be it

RESOLVED, That the Director is authorized to enter into an agreement with the firm of Lindvall, Richter & Associates to conduct a Peer Review of the seismic strengthening study of the main public library building, as recommended by the Ad Hoc Planning Committee.

RESOLUTION C91-017

Acceptance of Resignation and Resolution of Appreciation Mrs. Theodore B. Lee

WHEREAS, Commissioner Doris Lee has recently submitted her resignation to the Asian Art Commission; and

WHEREAS, Her fellow Commissioners are most appreciative of Mrs. Lee's efforts on behalf of the Commission and the Asian Art Museum, particularly in the area of financial counsel; now, therefore, be it

RESOLVED, That the Asian Art Commission regretfully accepts Mrs. Lee's resignation and extends to her its sincere gratitude for her dedication to the Commission and the Museum.

RESOLUTION C91-018

Acceptance of Resignation and Resolution of Appreciation - Dr. Haydn Williams

WHEREAS, Dr. Haydn Williams has resigned from the Asian Art Commission and the Asian Art Museum Foundation, after serving since the inception of both organizations to their great benefit; and

WHEREAS, The Museum, staff, fellow Commissioners and Trustees are most grateful to Dr. Williams who brought experience in Asia as well as in many other fields, and added greatly to their knowledge, to the profit of the Museum and all concerned; now, therefore, be it

RESOLVED, That the members of the Asian Art Commission and the Trustees of the Asian Art Museum Foundation wish to acknowledge and honor Dr. Haydn Williams for his sound advice and many worthwhile contributions to the Asian Art Museum, and to record their firm conviction that the growth and direction of the Asian Art Museum owe a great deal to the service and example of Dr. Williams.

RESOLUTION C91-019

Nomination of Mr. James Murad to the Asian Art Commission

WHEREAS, The Nominating Committee has recommended the election of Mr. James Murad to the Asian Art Commission; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby endorses the nomination of Mr. James Murad to the Commission and recommends to Mayor Agnos his appointment.

RESOLUTION C91-020

Approval of Revised Meeting Schedule

RESOLVED, That the following revised meeting schedule for the balance of 1991 is approved by the Asian Art Commission.

REVISED MEETING SCHEDULE - 1991

The Asian Art Commission's revised Meeting Schedule for 1991 is indicated below. Unless otherwise notified, all meetings of the full Commission will be held in the Qing Meeting Room on the first floor of the Asian Art Museum. Executive Committee meetings will take place in the Conference Room on the second floor of the Museum. All meetings, with the exception of the Annual Meeting on September 10, will take place at 12:00 Noon.

Full Commission	March 5, 1991	12:00 Noon
Executive Committee	April 2, 1991	12:00 Noon
Executive Committee	May 7, 1991	12:00 Noon
Full Commission	June 4, 1991	12:00 Noon
Executive Committee	July 9, 1991	12:00 Noon
Executive Committee	August 6, 1991	12:00 Noon
Annual Meeting	September 10, 1991	2:00 P.M.*
Executive Committee	October 1, 1991	12:00 Noon
Executive Committee	November 5, 1991	12:00 Noon
Full Commission	December 3, 1991	12:00 Noon

*Annual Meeting is preceded by a luncheon at 12:00 Noon

RESOLUTION C91-026

Approval of Increase in Admission Fees

WHEREAS, Admission fees are an important source of income to pay operating costs; and

WHEREAS, Admission fees have not been raised since July 1, 1987; now, therefore, be it

RESOLVED, That the Asian Art Commission, in conjunction with the Fine Arts Museums of San Francisco, does hereby revise the admission fee structure to be effective on July 1, 1991; and be it further

RESOLVED, That the new rate structure will be as follows:

	Current	Proposed
Persons under 12 years of age	Free	Free
Persons 12 - 17 years of age	$2.00	$2.00
Persons 18 - 64 years of age	$4.00	$5.00
Persons 65 years of age and older	$2.00	$3.00
College student annual pass	$5.00	$10.00
First Wednesday of each month	Free	Free
First Saturday morning (10:00 A.M. to 12:00 Noon) of each month.	Free	Free
Other free periods to be determined	Free	Free
Museum Society Members	Free	Free
Society for Asian Art Members	Free	Free
Trustees, Reciprocal Members, Employees and Volunteers of other museums	Free	Free
Members of the International Council of Museums, the American Association of Museums, the Art Museum Association, and the Association of Art Museum Directors	Free	Free
School groups, including persons in charge thereof	Free	Free
Guests as may be determined by the AAM and FAMSF	Free	Free
Handicapped groups, including persons in charge thereof	Free	Free
San Francisco public and private school students in grades K - 12 with proper identification	Free	Free

And, be it further

RESOLVED, That the payment of one fee will cover admission to the Asian Art Museum, the California Palace of the Legion of Honor and the M. H. deYoung Memorial Museum on the same day, except a special exhibition fee may be charged by the appropriate sponsoring museum.

4. Chairman's Report:

Mrs. Lowe conveyed her thanks to Commissioners Thomas J. Klitgaard, Jong H. Lee, Donald R. Meyer, and Deepa Thomas, whose terms of office will be completed on July 31, 1991. She advised that Messrs. Meyer and Klitgaard will remain on the Foundation and Ms. Thomas will move to the Foundation, thereby affording the Museum the continued benefit of their expertise and advice.

The Museum Society Board - Mrs. Lowe advised that the first meeting of the newly restructured Museum Society Board had been held and that the following officers have been elected:

David Jamison, Chairman
John F. Williams, Vice Chairman
M. Glenn Vinson, Treasurer
Mrs. Alec J. Merriam, Secretary

Representing the Fine Arts Museums on the new Board are David Jamison, Mrs. W. Robert Phillips, Mrs. J. Alec Merriam, Richard W. Goss, Audrey Oliver, while the Asian Art Museum will be represented by Laura J. Enos, Mrs. Lewis Lowe, Mrs. Hart Spiegel, M. Glenn Vinson, Jr. and John F. Williams.

Mrs. Lowe advised that during the meeting of the new Board, there was discussion regarding the $1,000 level donor, which has been a subject of contention in the past since The Museum Society has a $1,000 level patron membership and it has been felt that the two museums were in competition for this level. It was agreed that the $1,000 patrons of The Museum Society would be permitted to continue until renewal time when they would be informed of the option of donating either to the Asian or the Fine Arts Museums, thereby effecting in time the phase out of the Society's $1,000 level patron membership.

The Board will meet shortly with members of the affiliated groups regarding their respective roles in the advisory council.

Mrs. Lowe advised that a reception will be held on June 17 to honor Messrs. O'Brien and Murad for their efforts in the restructuring of The Museum Society.

Silver Anniversary Report - Mrs. Lowe reviewed the various activities planned for the June 9 Family Day festivities being chaired by Mrs. J. Sanford Miller.

Ad Hoc Cultural Affairs Task Force - Mrs. Lowe reported her appointment to the task force and discussed briefly its progress to date.

Study of Volunteer Hours - A study undertaken by William Wahrhaftig of the hours donated by various volunteer groups such as the Docent Council, Society for Asian Art, Commission, Foundation, etc., has indicated that the equivalent of $3,693,062 in time is donated to the Museum during a typical year. It is hoped that this information can be utilized for grant applications to show that the Museum is literally functioning with a greater number of hours of workload than is indicated in the actual budget. It is hoped that a volunteer coordinator can be hired through a grant since most of this work has been accomplished in the past by Margaret MacKellar who will no longer be able to continue in this volunteer capacity.

5. Director's Report:

The Director reported briefly on the following:

- Mr. Castile remarked that a great debt of gratitude is owed to Margaret MacKellar for her outstanding contributions of time and efforts in coordinating volunteer activity for various Museum events and especially for the Tibetan exhibition and the Odyssey event.

- In view of the Museum's current budget deficit, impending City budget cuts and the uncertainty of the continued level of State and California Arts Council support, four Foundation employees have been laid off. Thanks to an IMS grant, one employee has been reinstated on a contract basis.

- The Tibet exhibition has received a very good response from Museum visitors and the exhibition shop continues

to do well. Large crowds have been fascinated by the building of the sand mandala which will be dismantled on August 18.

- The Japanese handbook, consisting of 308 pages, is fully funded and will be published by Marquand Publishing.

- The Peter Drucker program, originally scheduled for March 18 to inaugurate the Museum's corporate support campaign, has been rescheduled for October 16.

- The Museum Society Auxiliary has awarded a grant of $50,000 towards the Indonesian exhibition.

6. Report of Deputy Director and Chief Curator:

Mr. Shangraw's report included the following comments:

- The Ataka collection of Korean ceramics has been fully funded by Sumitomo.

- The inventory project continues under the provisions of the IMS grant.

- Members of staff continue to meet with seismic engineers regarding the subject of seismic risk management. A seismic analysis will be drafted and presented to the Commission for the guidelines required for the formulation of an earthquake risk management policy.

7. Financial Report

In the absence of Treasurer M. Glenn Vinson, Jr., Controller Renona Brown presented a brief financial report which indicated a total working capital and reserve deficit of $405,000. She advised that the preliminary combined budget for fiscal 1991-92 would be revised in September and resubmitted for final approval at the annual meeting. After further discussion, the following resolution was then approved:

RESOLUTION C91-027

Approval of Preliminary Combined Budget for Fiscal 1991-92

WHEREAS, The combined budget for fiscal 1991-92, based on substantial reductions in allocations from the City and County of San Francisco and the State of California, is preliminary since several considerations which may affect this year's cash balance and next year's income cannot be fully determined at this time; now, therefore, be it

RESOLVED, That the preliminary combined budget for fiscal 1991-92 is approved for the interim period of July 1 through September 10, 1991, pending further adjustments and resubmission for final approval at the annual meeting.

Mr. Bogart urged everyone planning to make a donation to do so before the end of the fiscal year on June 30.

8. Committee Reports:

Odyssey through the Orient - Mrs. Sprincin reported that 500 guests will attend the annual Odyssey through the Orient dinner dance benefit. She thanked everyone associated with the event--the Sheraton Palace Hotel, Gump's, decorator Lewis Sykes, Mrs. Lowe, Mrs. Mayer, Mr. Williams and all those who are generously supporting the event.

Exhibitions and Publications Committee - Mrs. Spiegel presented the following resolutions for consideration; after discussion they were unanimously approved:

RESOLUTION C91-021

Resolution of Appreciation to the Museum Society Auxiliary

RESOLVED, That the members of the Asian Art Commission wish to acknowledge with gratitude the many worthwhile contributions of The Museum Society Auxiliary to the Asian Art Museum and especially the Auxiliary's latest gift of $50,000 towards the Sculpture of Indonesia exhibition; and be it further

RESOLVED, That as a token of appreciation, a special object of art will be named in honor of The Museum Society Auxiliary.

RESOLUTION C91-022

Approval of Revised Budget for Indonesian Exhibition

WHEREAS, The original budget for the Indonesian Exhibition, approved by the Commission and Foundation on February 6, 1990 pending full funding, has been revised downward from $784,705 to $383,532; and

WHEREAS, Funding has been received and/or pledged in the revised amount and the Exhibitions and Publications Committee, at its meeting of May 21, 1991, recommended approval of the revised budget; now, therefore, be it

RESOLVED, That the revised Indonesian exhibition budget, which is on file in the Commission office, is hereby approved.

RESOLUTION C91-023

Authorization for Director to Enter into a Contractual Agreement with Concession Vendor in Connection with Indonesia Exhibition

WHEREAS, The Foundation and Commission have approved the revised budget for the exhibition, "Sculpture of Indonesia;" and

WHEREAS, "Sculpture of Indonesia," which is scheduled to be shown at the Asian Art Museum September 28, 1991 through January 5, 1992, features 120 masterpiece sculptures from Indonesia and is a major component of the 18-month-long national Festival of Indonesia; and

WHEREAS, "Sculpture of Indonesia" will be shown in San Francisco concurrently with "Beyond the Java Sea" exhibition at the deYoung Museum; and

WHEREAS, The expected number of visitors to view the exhibitions at both museums is approximately 200,000; and

WHEREAS, The exhibition period of "Sculpture" covers the Christmas holiday period for visitors to the Museum; and

WHEREAS, The publicity for the "Sculpture" exhibition will be boosted by the concurrent publicity for the "Beyond.." exhibition at the de Young; and

WHEREAS, A gift shop in conjunction with "Sculpture" will provide a venue for the sale of Museum-purchased catalogues, postcards, and related titles; and

WHEREAS, The Asian Art Museum has received a favorable proposal from the House of Pennathur, the current vendor for the Tibet exhibition shop, to operate, stock, and manage a full-scale exhibition shop; and

WHEREAS, The current Tibet exhibition shop will provide display fixtures and cash registers for the "Sculpture" shop, thereby reducing the cost of construction; and

WHEREAS, House of Pennathur would provide staff to manage the shop and supply Indonesian merchandise approved by the Museum at no cost to the Museum; and

WHEREAS, The specifications for an agreement with the House of Pennathur include a 20 percent commission paid to the Museum on all sales of vendor-produced goods, and a 12-1/2 percent commission paid to the vendor on all sales of Museum-produced goods; and

WHEREAS, The Asian Art Museum stands to gain more in net income from the sale of exhibition-related merchandise by contracting with House of Pennathur; now, therefore be it

RESOLVED, That the Asian Art Commission, subject to approval by the Foundation, authorizes the Director to enter into an agreement with House of Pennathur to manage, operate, and stock with best quality merchandise the "Sculpture" store as well as realize the best net profit to the Museum.

RESOLUTION C91-024

Approval of Budget for Exhibition Entitled, The Radiance of Jade and the Crystal Clarity of Water: Korean Ceramics from the Ataka Collection

WHEREAS, The proposed Ataka exhibition, organized by the Art Institute of Chicago, and featuring ceramics from the Koryo and Chosen periods, has been approved by the Exhibitions and Publications Committee; and

WHEREAS, The Exhibitions and Publications Committee, at its meeting of May 21, 1991, recommended Commission approval of the budget for the Ataka exhibition; now, therefore, be it

RESOLVED, That the budget for the Ataka exhibition, which is on file in the Commission office, is hereby approved, pending approval by the Foundation, full funding having been pledged by Sumitomo Bank.

RESOLUTION C91-025

Authorization to Expend Funds toward a Catalogue for the Philippine Gold Exhibition

WHEREAS, If there is to be a catalogue in connection with the proposed Philippine Gold exhibition, work must commence by June 30, 1991; and

WHEREAS, The Exhibitions and Publications Committee, at its meeting of March 21, 1991, recommended authorization be given to expend an amount not to exceed $35,000 towards the production of a catalogue, provided that amount is fully funded by June 30, 1991 and that the contributors acknowledge, in writing, that such donations are qualified by the Museum as planning funds, and that the contribution of such funds in no way guarantees the production of the publication or the exhibition; now, therefore, be it

RESOLVED, That the Asian Art Commission, pending approval by the Foundation, hereby approves the above recommendation.

9. Asian Art Museum Foundation Report:

Mrs. Spiegel expressed her gratitude to those Commissioners and Trustees who have met their obligation to either contribute or solicit $10,000 annually toward general operating expenses. She remarked that a total of $324,000 in Commission and Trustee gifts as well as $186,000 in gifts solicited have been received; however, of this amount, only $129,000 will be used directly for operating expenses, the balance going for restricted purposes.

10. Reports from Affiliated Groups:

The Fine Arts Museums - There was no report from the Fine Arts Museums.

The Museum Society Auxiliary - Mrs. Barry announced that Ellie Nishkian has been elected Chairman of The Museum Society Auxiliary. She expressed her gratitude to all concerned and advised that from the proceeds of Bouquets to Art the Auxiliary was able to donate $50,000 to the Asian Art Museum towards the Indonesian exhibition in addition to donations to the Fine Arts Museums. The Bouquets to Art event for the next year is scheduled for March 10-14, 1992.

Society for Asian Art - Mrs. Chaitin remarked that in line with the Tibetan sales figures, the Society for Asian Art has contributed in six weeks 933 hours worth of staffing.

Docent Council - Outgoing Docent Council Chairman Patricia Covert announced that Linda Cimmet has been elected Chairman. The Asian Art Museum docents are giving daily Tibetan tours and taking hundreds of school children through the exhibition and have reached about 50,000 people during the past year. On behalf of the docents, Mrs. Covert thanked the Asian Art Commission, the staff and the Director for their support.

Public Comment:

At this time, members of the public may address the Commission on items that are within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes. There was no public comment at this time.

Adjournment:

There being no further business to discuss, the meeting was adjourned at 1:55 P.M.

SF

AGENDA

ANNUAL MEETING

ASIAN ART COMMISSION

Tuesday, September 10, 1991 - 2:00 P.M.

Qing Meeting Room - Asian Art Museum

There will be an opportunity for public testimony before action is taken on any agenda item.

1. Call to Order

2. Action:

 a. Approval of Minutes of June 4, 1991 Meeting
 b. Resolution C91-043 - Election of Officers 1991-93
 c. Resolution C91-044 - Approval of Budget for Fiscal Year 1991-92
 d. Resolution C91-045 - Resolution of Appreciation - Sudha Pennathur

3. Chairman's Report

 a. David Lam's Benefit for the Asian Art Museum October 25, 1991 - Palo Alto Country Club
 b. Odyssey through the Orient - March 27, 1992 Hyatt Regency, San Francisco
 c. Other Informational Items

DOCUMENTS DEPT
SEP 6 1991
SAN FRANCISCO PUBLIC LIBRARY

4. Director's Report

 a. Personnel Update
 b. Facilities Update
 c. Other Informational Items

5. Report of Deputy Director and Chief Curator

 a. Exhibitions Update
 b. Other Informational Items

6. Treasurer's Report

7. Development Report

8. Committee Reports as Needed

9. Long Range Planning Report - Judith Teichman

10. Asian Art Museum Foundation Report - Mrs. Spiegel

Agenda
Asian Art Commission Annual Meeting
September 10, 1991

11. Reports from Affiliated Groups

 a. The Fine Arts Museums
 b. The Museum Society - Mr. Jamison
 c. Museum Society Auxiliary - Mrs. Palmer
 d. Society for Asian Art - Mrs. Handelman
 e. Docent Council - Mrs. Cimmet

12. Other Business

13. Public Comment - At this time, members of the public may address the Commission on items that are within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

14. Adjournment

ASIAN ART COMMISSION

RESOLUTION C91-043

Election of Officers - 1991-93

WHEREAS, The Nominating Committee of the Asian Art Commission has recommended that the following slate of officers be elected for the period September 1991 through August 1993:

Alice G. Lowe	Chairman
James M. Gerstley	Vice Chairman
James E. O'Brien	Vice Chairman
M. Glenn Vinson, Jr.	Treasurer
J. Sanford Miller	Secretary

now, therefore, be it

RESOLVED, That the above are hereby elected officers of the Asian Art Commission.

September 10, 1991

ASIAN ART COMMISSION

RESOLUTION C91-044

Approval of Revised Combined City and Foundation Operating Budget for Fiscal 1991-92

WHEREAS, Because of a number of factors which have impacted on the preliminary operating budget and the assumptions on which the budget was based, a revision to the preliminary operating budget is proposed as indicated on the attached; now, therefore, be it

RESOLVED, That the revised combined City and Foundation operating budget for fiscal 1991-92 is approved as proposed.

Attachments

September 10, 1991

ASIAN ART MUSEUM
COMBINED OPERATING BUDGET
FY 1991-92

	UNRESTRICTED	RESTRICT	TOTAL
REVENUE			
ADMISSIONS	375,000		375,000
BOOKSHOPS - FAM	30,000		30,000
OTHER FEES & EARNED INCOME	60,000		60,000
BENEFIT EVENTS (GROSS)	145,000		145,000
GRUHN CT. RENTAL (GROSS)	43,700		43,700
INVESTMENT INCOME ON:			
ENDOWMENT	305,820	110,525	416,345
GEN. OP. FUNDS	15,000		15,000
SUPPORT			
CONTRIBUTING/GRANTS:			
INDIVIDUALS	350,000		350,000
CORPORATE	75,000		75,000
FOUNDATIONS	100,000	50,000	150,000
GOVERNMENT - CAC		87,325	87,325
IMS		75,000	75,000
OTHER SUPPORT:			
MUSEUM SOCIETY	260,000		260,000
SAA		10,000	10,000
COMM. ASSESS -			
45 x $350	15,750		15,750
ACQUISITION EXP. REIMB.	4,000		4,000
CCSF SUPPORT:			
EXHIB. EXP. REIMB.	52,000		52,000
OUTREACH EXP. REIMB.	41,600		41,600
DEVELOP. EXP. REIMB.	81,502		81,502
OPERATING BUDGET	1,172,968		1,172,968
TOTAL PROJECTED SUPPORT & REVENUE	**3,127,340**	**332,850**	**3,460,190**
EXPENSES			
FOUNDATION - PERSONNEL EXP.	1,125,633	250,081	1,375,714
- OPERATING EXP.	713,061	332,555	1,045,616
	1,838,694	582,636	2,421,330
CCSF - PERSONNEL EXP.	944,503		944,503
- OPERATING EXP.	228,465		228,465
	1,172,968	-	1,172,968
TOTAL EXPENSES	**3,011,662**	**582,636**	**3,594,298**

ASIAN ART MUSEUM
COMBINED BUDGET FY 1991/1992
SUMMARY OF REVENUES & EXPENSES
WITH
CASH FLOW ADJ. & PROJECTED RESERVE BALANCE

	Unrestricted	Restricted	Total
INCOME (Page 1)	3,127,340	332,850	3,460,190
EXPENSES (Page 1)	(3,011,662)	(582,636)	(3,594,298)
NET BEFORE CASH FLOW ADJUSTMENTS	115,678	(249,786)	(134,108)
Adjustments:			
Tibet Bookshop - Net Proceeds	24,016		24,016
Chinese Gallery Reinstallation	(15,000)		(15,000)
Plant Fund Payroll - Unfunded Portion	(8,249)		(8,249)
Transfer to Library Department	(22,410)	22,410	0
ADJUSTED NET	94,035	(227,376)	(133,341)
Plus Preliminary Cash Balance @ 07/01/91	192,010	291,160	483,170
PROJECTED CASH BALANCE @ 06/30/92	286,045	63,784	349,829

RESERVE SUMMARY

Projected Unrestricted Cash Balance FY 91/92	286,045
less: Designated Working Capital	(200,000)
Designated Reserve	(300,000)
PROJECTED 91/92 RESERVE DEFICIT	(213,955)

ASIAN ART COMMISSION

RESOLUTION C91-045

Resolution of Appreciation
Sudha Pennathur

WHEREAS, The exhibition shop undertaken in conjunction with **Wisdom and Compassion: The Sacred Art of Tibet** has exceeded the most optimistic expectations of all concerned; and

WHEREAS, The popularity of the shop was due primarily to Sudha Pennathur's expertise in the choice of quality merchandise which included objects designed by her; and

WHEREAS, The great success of the undertaking was enhanced by her expert management of the shop, which was accomplished in a gracious and cooperative manner; now, therefore, be it

RESOLVED, That the Asian Art Commission's sincere appreciation is extended to Sudha Pennathur for her skillful efforts on behalf of the Asian Art Museum.

September 10, 1991

OFFICE MEMO

ASIAN ART MUSEUM
OF SAN FRANCISCO

RAND CASTILE
DIRECTOR

TO: Rand Castile
Director

FROM: Valerie Pechenik vp
Personnel Officer

RE: Personnel Update

DATE: August 29, 1991

REGISTRATION

Interviews were held with eligibles from the Civil Service list for the permanent position of 3556 Museum Registrar. Sharon Steckline has been selected for appointment to begin on September 4, 1991. Sharon is a graduate of JFK University's Museum Studies Program and has had registration experience with Octagon House, the Fine Arts Museums and the UC Santa Barbara Art Museum.

CONSERVATION

Recruitment was conducted for a temporary Assistant Museum Conservator position funded for one year by Earthquake Insurance Claim Funds. Katharine Untch has been selected for the position to begin on November 4, 1991 and continue through October 31, 1992. Katharine has a Master's degree in Art Conservation from Buffalo State College. Currently she is performing research at the Museum of Fine Arts, Boston on a technical analysis to authenticate a small group of Ancient Chinese bronze vessels.

THE AVERY BRUNDAGE
COLLECTION

GOLDEN GATE PARK
SAN FRANCISCO
CALIFORNIA 94118
CABLE ASIAN ART
FAX (415) 668-8928
PHONE (415) 668-8921

DEVELOPMENT

Alan Becker was appointed to the permanent position of Director of Development on August 1.

Effective August 27, Romencita Palarca, part-time student aide, has resigned from her position in the Development Office.

I have received a request from Alan to review this vacant position as well as the position of Development Secretary occupied by Beth Winters. Both positions are being restructured and assigned new duties. Based on an analysis of the proposed job descriptions for the positions and discussions with the Development staff, I will make recommendations on appropriate classifications for the positions. Subsequently recruitment can be conducted for the part-time position.

ADMINISTRATION

I have begun the process of reviewing comments received regarding the draft of the Employee Handbook. The re-editing of the Handbook has become a much more laborious effort than expected due to the number of policy issues raised in the comments. Time permitting, I hope to finalize the Handbook within the next two months.

ASIAN ART MUSEUM
OF SAN FRANCISCO

August 30, 1991

MEMORANDUM

TO: Rand Castile, Director

FROM: Sherin S. Cole, Operations Manager

SUBJECT: Facilities Report

GLASS DOORS

Signage on hold.

HVAC

DPW Mechanical Department is completing design for installation of new fan to replace fan unit #6 on AAM roof.

ADDITIONAL SECOND FLOOR OFFICES

On hold until funds available.

PAINTING

DPW has completed painting of temporary galleries prior to installation of Indonesian Exhibition. DPW is scheduled to paint the coat room on September 4th and 5th. The coat room is to be the office space for the SAA Volunteer Day Captain, a permanent first aid station, and will remain being utilized as a coat room.

PIGEONS

Awaiting reply from City purchasing on status of purchase order request for BIRD BARRIER test. Jim Hartman and I will be meeting with another contractor on September 7th to review an additional product for testing.

FIRE SYSTEM UPGRADE

National Guardian will be scheduled in the near future to complete the upgrade of our fire system.

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MISCELLANEOUS PROJECTS

A. Answer, Inc. completed installation of an electric solenoid, piping and valves, and electrical connections to control the water level in our condensation tank. Electro Test Inc. is scheduled on September 4th to complete an infrared test on the main electrical service of the Museums and on September 6th to perform an electromagnetic field test on the switchgear room.

DPW PROJECTS

1. Plumbers: 15 sprinkler head guards have been installed. The replacement of the rubber hose to the water filter with copper in the Conservation Lab is completed. Awaiting the rebuilding of the flushometers in the staff and public restrooms.

2. Sheet Metal Shop: Awaiting repair of roof leak near roof drain. Awaiting re-support of end bearings of fan blade shaft in Exhaust Fan #14. Awaiting replacement of wire mesh on light well outside building and weatherstripping of perimeter door #5.

3. Electric Shop: Competed repair of overhead lights in art storage and hanging new 2 x 4 fixtures in Photography Lab. The installation of two dedicated circuits to the Outreach Department is also completed. The rewiring of the Docent Slide/Book Library to new breaker is to be completed by Mayer Electric rather than DPW.

HEALTH & SAFETY ISSUES

An emergency supply cabinet has been installed in the lower level hallway that leads out of the main office area to the emergency exit (Door #7). The emergency supply cabinet includes tools that would be necessary in an emergency, food, water, first aid supplies including blankets, tarps, etc. to sustain the staff for at least 72 hours in the case of an emergency. This cabinet is the first of several that are necessary for earthquake/emergency preparedness of the Museum.

ASIAN ART COMMISSION

September 10, 1991

The Minutes of this meeting are missing.

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#1
3/91

AGENDA

ASIAN ART COMMISSION

Tuesday, December 3, 1991 - 12:00 Noon

Qing Meeting Room - Asian Art Museum

DEC 2 1991

There will be an opportunity for public testimony before action is taken on any agenda item.

1. Call to Order

2. Action:

 a. Approval of Minutes of September 10, 1991 Annual Meeting
 b. Resolution C91-061 - Nomination of John Z. Bulkeley to Asian Art Commission
 c. Resolution C91-062 - Approval of Golden Gate Park Culture Pass
 d. Resolution C91-063 - Consent to the Sale of Paul E. Miller Property

3. Chairman's Report

 a. Governor's Conference on the Arts
 b. Commissioner Willard G. Clark Honored by Government of Japan
 c. Board Member Retreat - February 7 and 8, 1991
 d. Other Informational Items

4. Director's Report

 a. Personnel Update
 b. Facilities Update
 c. Other Informational Items

5. Report of Deputy Director and Chief Curator

 a. Exhibitions Update
 b. Other Informational Items

6. Treasurer's Report

7. Development Report

8. Committee Reports as Needed

9. Long Range Planning Report

10. Asian Art Museum Foundation Report - Mrs. Hart H. Spiegel

Agenda
Asian Art Commission Meeting
December 3, 1991

11. Reports from Affiliated Groups

 a. The Fine Arts Museums - Mr. Goss
 b. The Museum Society - Mr. Jamison
 c. Museum Society Auxiliary - Mrs. Palmer
 d. Society for Asian Art - Mrs. Handelman
 e. Docent Council - Mrs. Cimmet

12. Other Business

13. Public Comment - At this time, members of the public may address the Commission on items that are within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes.

14. Adjournment

ASIAN ART COMMISSION

RESOLUTION C91-061

Nomination of John Z. Bulkeley to the Asian Art Commission

WHEREAS, The Nominating Committee has recommended the election of John Z. Bulkeley to the Asian Art Commission; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby endorses the nomination of John Z. Bulkeley to the Commission and recommends to Mayor Agnos his appointment.

Attachment (Resume)

December 3, 1991

RESUME

JOHN Z. BULKELEY

John Z. Bulkeley, 53, is executive vice president and head of the Credit Management Group at Union Bank, based in San Francisco where his primary responsibilities include general supervision of the bank's total loan portfolio and involvement in credit policy formation.

Mr. Bulkeley joined the bank and assumed his current position in 1986, having previously been associated with Crocker National Bank for eight years, where his most recent position was senior vice president in the Credit Control Group, and with Wells Fargo Bank for sixteen years.

A native of San Francisco, Bulkeley received a bachelor's degree from Amherst College and a master's degree in business administration from Columbia University. He resides in Woodside.

He is a member of the Pacific Union Club and Burlingame Country Club.

ASIAN ART COMMISSION

Resolution C91-062

Golden Gate Park Culture Pass

WHEREAS, The San Francisco Convention and Visitors Bureau has coordinated a project entitled, the "Golden Gate Park Culture Pass" (GGPCP), which is intended to attract visitors to Golden Gate Park by providing them with special discount coupons off admission; and

WHEREAS, The GGPCP project involves the Asian Art Museum, the California Academy of Sciences, the Conservatory of Flowers, the Fine Arts Museums, and the Japanese Tea Garden; and

WHEREAS, The GGPCP booklet will be available for $10 per adult, entitling them to an overall discount of 31% off entrance fees to the five participating institutions; and

WHEREAS, The Asian Art Museum and the deYoung Museum will realize $3.00 from each AAM/FAM Culture Pass coupon received at the entrance door; and

WHEREAS, The Fine Arts Museums will be reimbursed by the San Francisco Convention and Visitors Bureau $3.00 for each Culture Pass coupon turned in at the end of each month, of which the Asian Art Museum will receive one-half of the amount; and

WHEREAS, Additional income of $.75/booklet could be earned by the Asian Art Museum by selling the book directly, or half of $.75 for each booklet sold in The Museum Stores; and

WHEREAS, All operations and financial management of the Culture Pass will be handled by the San Francisco Convention and Visitors Bureau; and

WHEREAS, The Grants for the Arts of the San Francisco Hotel Tax Fund will pay for the first production of 15,000 Culture Pass booklets; and

WHEREAS, The Culture Pass booklets will be on sale beginning April 1, 1992, and will expire June 30, 1993, at which time representatives of the five participating institutions will review the project; now, therefore, be it

RESOLVED, That the Asian Art Museum agrees to participate in the Golden Gate Park Culture Pass project.

December 3, 1991

ASIAN ART COMMISSION

Resolution C91-063

Consent to the Sale of Paul E. Miller Property

WHEREAS, Paul E. Miller has bequeathed his property in Tahoe to the Asian Art Museum; and

WHEREAS, The executor has accepted an offer for the purchase of the property for the total sum of $138,000 (5% commission), which is the best offer received to date and considered by all concerned to be a good price for the property; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby consents to the sale of the property left to the Asian Art Museum by Paul E. Miller for the total sum of $138,000 (5% commission).

December 3, 1991

OFFICE MEMO

ASIAN ART MUSEUM
OF SAN FRANCISCO

RAND CASTILE
DIRECTOR

TO: Rand Castile
Director

FROM: Valerie Pechenik
Personnel Officer

RE: Personnel Update

DATE: November 26, 1991

DEVELOPMENT

We have received over 150 applications for the temporary part-time position of Office Assistant for the Development Office. This is an overwhelming response, particularly in light of the fact that we limited the recruitment to a classified ad in the Examiner/Chronicle and a mailing to local campuses and community agencies. We are now in the process of reviewing the applications and selecting candidates for interview. The scheduled start date for this position is January 2, 1992.

Recruitment is also being conducted for a temporary part-time position of Special Events Assistant to assist the Special Events Manager in the planning, coordination and implementation of events.

PUBLIC RELATIONS

Recruitment has been initiated for the permanent full time position of Public Relations Officer to replace Lilia Villanueva who is resigning effective December 15, 1991. Ads have been placed in local and national publications, and job announcements have been widely distributed. The deadline for applications for this position is January 31, 1992.

REGISTRATION

Cathy Mano has been hired on a 5 week special project, 16 hours a week, to perform data entry related to the Tibet Exhibition. Her position is being funded by the Royal Academy of Arts in London.

THE AVERY BRUNDAGE
COLLECTION

GOLDEN GATE PARK
SAN FRANCISCO
CALIFORNIA 94118
CABLE ASIAN ART
FAX (415) 668-8928
PHONE (415) 668-8921

GENERAL PERSONNEL ADMINISTRATION

A number of propositions were approved by the voters in San Francisco on November 5 which impact personnel operations at the Museum. Proposition A allows eligible employees of the City and County to retire under a voluntary Early Retirement Program. Other propositions involve collective bargaining, the probable introduction of a dental plan and various Civil Service reforms. The mechanics of implementing these propositions are still being worked out by the City and County. We are in contact with City representatives to remain informed as to each measure and to evaluate the implications for the Museum.

Due to fiscal constraints, the Mayor has imposed a hiring freeze on all City positions effective November 8, 1991. No requisition to fill a vacant position will be approved unless it meets a narrow criteria. Joan Wright, Associate Conservator, will be vacating her permanent City position in January 1992. Therefore we need to plan ahead to insure that the strongest effort possible is made to fill this extremely critical position.

ASIAN ART MUSEUM
OF SAN FRANCISCO

November 26, 1991

MEMORANDUM

TO: Rand Castile, Director

FROM: Sherin S. Cole, Operations Manager

SUBJECT: Facilities Report

GLASS DOORS

Signage on hold.

HVAC

The cost estimate and specifications for the second phase of the HVAC project are being reviewed by the Contract Department at the City. The marked up document will be forwarded to AAM in the next few weeks.

PIGEONS

Monitoring of the Bird Barrier installation is underway. The product was installed on two ledges in the front of the Museum. Although the product is deterring the pigeons on the upper ledge, the pigeons have managed to gain access to the lower ledge. The company responsible for installation will be contacted to correct this situation if possible.

ROLL DOWN DOOR SECURITY CONTACTS

National Guardian is presently working on the installation of the security contact switches on the roll down doors. Project to be completed soon.

MISCELLANEOUS PROJECTS

A summary on the reports received from Electro Test, Inc. on our infrared test on the main electrical service and the electromagnetic field test on the switchgear room will be forthcoming.

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DPW PROJECTS

1. Plumbers: Awaiting rebuilding of the flushometers in the staff and public restrooms.

2. Sheet Metal Shop: Repair of the roof leak near roof drain is underway. Repair of the re-support of the end bearings of fan blade shaft in Exhaust Fan #14 is near completion. Awaiting weatherstripping on perimeter door #5. The wire mesh on the light well outside the building has been replaced.

3. Electric Shop: Wiring has been added in order to install a MovinCool Air conditioner in the Development Office. The project is complete.

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MINUTES

ASIAN ART COMMISSION

Tuesday, December 3, 1991 - 12:00 Noon

Qing Meeting Room - Asian Art Museum

PRESENT:

Chairman Presiding:	Mrs. Lewis Lowe
Vice Chairman:	James M. Gerstley
Treasurer:	M. Glenn Vinson, Jr.
Secretary:	J. Sanford Miller

Hatsuro Aizawa
Willard G. Clark
Mrs. James J. Connell
Mrs. Richard Dirickson
James Murad
Charles Hall Page
Mrs. Robert Seller
Mrs. Hart Spiegel
Mrs. Hart H. Spiegel
Mrs. Charles M. Sprincin
Anthony Sun

ABSENT:

Brook H. Byers
Alexander D. Calhoun
Laura J. Enos
R. Gwin Follis
Rakesh K. Kaul
James E. O'Brien
Masaya Okumura
Elvira Acosta Sidhu
George Sycip
John F. Williams

IN ATTENDANCE: Asian Art Museum Foundation Members:
Johnson S. Bogart
Margaret Blunt Catron
Anne Diller
Suno Osterweis
Bryant Toth, M.D.
John Z. Bulkeley, Nominee to the Commission
Lad Burgin, President, Human Resources Management Group
Wes Clark, Kidder Peabody
Richard W. Goss, II, President, The Fine Arts Museums of San Francisco
Mrs. Margaret Handelman, President, The Society for Asian Art
Dr. Forrest Mortimer, Connoisseurs Council

Mrs. Byron Nishkian, Chairman, The Museum Society Auxiliary
Hart H. Spiegel, Brobeck, Phleger and Harrison

Rand Castile, Director
Alan Becker, Director of Development
Renona Brown, Controller
Clarence Shangraw, Deputy Director and Chief Curator
Nanette Fok, Public Relations Department
Margaret S. Lindsay, Executive Secretary

1. Call to Order:

The meeting of the Asian Art Commission was called to order at 2:30 P.M. by Chairman Alice G. Lowe, a quorum being present. Mrs. Lowe introduced and welcomed Messrs. Hart Spiegel, Lad Burgin, John Bulkeley, Wes Clark, and Richard Goss and Mrs. Byron Nishkian to the meeting.

2. Approval of Minutes:

The minutes of the September 10, 1991 annual meeting, having been mailed to all present, were approved as written.

3. After discussion, the following resolutions were approved unanimously:

a. RESOLUTION C91-061

Nomination of John Z. Bulkeley to the Asian Art Commission

WHEREAS, The Nominating Committee has recommended the election of John Z. Bulkeley to the Asian Art Commission; now, therefore, be it

RESOLVED, That the Asian Art Commission hereby endorses the nomination of John Z. Bulkeley to the Commission and recommends to Mayor Agnos his appointment.

b. **Resolution C91-062**

Golden Gate Park Culture Pass

WHEREAS, The San Francisco Convention and Visitors Bureau has coordinated a project entitled, the "Golden Gate Park Culture Pass" (GGPCP), which is intended to attract visitors to Golden Gate Park by providing them with special discount coupons off admission; and

WHEREAS, The GGPCP project involves the Asian Art Museum, the California Academy of Sciences, the Conservatory of Flowers, the Fine Arts Museums, and the Japanese Tea Garden; and

WHEREAS, The GGPCP booklet will be available for $10 per adult, entitling them to an overall discount of 31% off entrance fees to the five participating institutions; and

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c. Resolution C91-063

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RESOLVED, That the Asian Art Commission hereby consents to the sale of the property left to the Asian Art Museum by Paul E. Miller for the total sum of $138,000 (5% commission).

4. Chairman's Report:

Governor's Conference on the Arts: Mrs. Lowe commented about the recent Governor's Conference on the Arts which focused on managerial and fiscal problems of nonprofit institutions in California. The conference was divided into three panels, the first of which discussed present economic realities, the second the impact of the current economic situation on the activities of the various arts organizations, and the third suggested solutions to various problems. Basically, the feeling was since it must be recognized that times are changing, the use of untraditional methods may be necessary; for example, partnerships between two or more organizations banding together to share space, etc. might be one possibility. Another conference is planned for next year.

Commissioner Willard G. Clark Honored by the Government of Japan: Mrs. Lowe congratulated Commissioner Clark who will be honored shortly by the government of Japan with the Order of the Rising Sun.

Board Member Retreat: Mrs. Lowe announced that a retreat for board members is planned for sometime in February to take place in the public library building. The retreat will afford new board members an opportunity to see the building and understand the thinking that led to the decision to relocate

to the Civic Center. Also included in the agenda will be a comparison of the costs of the seismic upgrading of the library building and the present building, some alternatives to relocation that might be considered, and the formulation of a new five year plan. Notification of a firm date will be forwarded to Commissioners and Trustees as soon as it is available.

Other Informational Items: The Association of Art Museum Directors has advised that the tax deductible contribution of appreciated property has been extended for six months until June 30, 1992.

5. Director's Report:

Personnel Matter: Mr. Castile advised that the search for a Director of Public Relations is progressing.

Tibet Exhibition: He remarked that as of November 12, total attendance for the Tibet exhibition presently being shown at the IBM Gallery is 84,508, a figure which is significantly higher than average.

Trip to Asia: In presenting some of the highlights of his recent three-week trip to Hong Kong, Korea, Taiwan and Japan, Mr. Castile remarked that the Museum's reputation has never been higher in Asia. He expressed his appreciation to Trustees Robert Brown and Ta-Lin Hsu for their tremendous help in Korea, Japan, and Taiwan. Although the major purpose of his trip was to establish a fund-raising network of committees in Asia, he also visited the new museums in Hong Kong and Taiwan.

Mr. Castile met in Korea with Dr. Han, director of the National Museum in Seoul, who has agreed to continue a series of exchanges between the two museums and has suggested that future important international exhibitions be tri-national exhibitions. He also visited the International Cultural Society (which will be called the Foundation of Korea in the future) to thank them for the $250,000 recently donated to the Museum. This institution, devoted to education and the arts, has promised to continue its financial support of the Museum.

In Japan, Mr. Castile found good support for all of the Museum's projects. While there, he met with the Federation of Economic Organizations, an association of representatives of the 300 largest organizations in Japan and the leading

dispenser of corporate funds in Japan. This federation has agreed not only to help raise funds but to allow Japanese corporations which contribute to the Museum to utilize its tax exempt status. Japan Foundation has also agreed to support the Museum's projects and has set up an entity for corporations and individuals to use its tax exempt status. He also met with other important people who have agreed to join the committee.

Mr. Castile remarked that the Museum is now perfectly positioned to go forward with all committees, to expand contacts, and to begin receiving support on a systematic basis. Chairman Lowe and Commissioner Clark congratulated the Director on the outstanding results of the trip.

"Treasures" News Magazine: Mr. Castile reported that Commissioner Dana Dirickson has developed a quarterly Museum news magazine entitled, "Treasures." It is envisioned that "Treasures" will be an important tool for the development department, provide information about the anticipated relocation of the Museum to the library building and news about the Museum's activities, and create a stronger separate identity for the Museum. The first issue will be distributed to 5,000 persons in the second week in January.

6. Report of Deputy Director and Chief Curator:

Mr. Shangraw summarized briefly the Museum's 25th anniversary year by highlighting the year's important events as follows:

- Installation of the Korean galleries.
- Installation of the gallery devoted to Chinese paintings donated by the Tang Family.
- Completion of the north-side gallery for Chinese ceramics.
- Exhibition of netsuke in conjunction with International Society of Netsuke Collectors.
- Two large scale exhibitions--The Tibetan exhibition which was the third most successful exhibition in the history of the Asian Art Museum and the Indonesian exhibition.

He shared the news that all exhibitions scheduled for 1992 are totally funded and noted that fund-raising efforts have begun for the exhibitions and catalogues scheduled for 1993. He offered his appreciation to Mrs. Spiegel and the Exhibitions Committee and commended Hal Fischer for his excellent work.

7. Treasurer's Report:

Mr. Vinson reported that the second Museum Society distribution has been received, bringing the total for the year to $187,000 which is significantly less than originally budgeted. Therefore, adjustments will continue to be made on the expenditure side of the budget. On the other hand, The Museum Society board has decided to distribute its excess reserve to the Museums and a check for $223,000 has been received. The use of these funds has yet to be determined.

Admissions continue to be weak following the Tibet exhibition and are below budget in terms of income on a monthly basis. It is hoped that the Tanner exhibition and the Arms and Armor exhibition will produce an increase in attendance. The Museum Society will conduct an active new membership drive in the spring.

Sales in the Indonesian book store are significantly lower than those for the Tibetan store because of low attendance at the exhibition.

8. Development Report:

Mr. Becker began his report with several development department organizational matters. He advised that "Harvest," the new Museum Society software program which is used for tracking contributions, is now on line with three stations in the Asian Art Museum. This new system replaces the "Capital" system previously used by the development office and its use is expected to result in greater efficiency and less duplication of addresses, etc.

On the personnel side, it was decided that in order to be cost effective and maximize the department's effectiveness, two part-time assistants would be hired to support Beth Winters and Alexandra Morgan which will allow Beth and Alexandra to assume greater responsibilities in the fund-raising aspects of the department, especially with corporations and foundations. The assistants will begin work in January. Additionally, Marcia Grimwald from Hal Fischer's office has been hired on a

part-time basis as a grant writer and will work under his direction.

Mr. Shangraw detailed the status of funding for the exhibitions and publications contained in the written Restricted Funds report.

Mr. Becker then reviewed in detail his written report of the expected sources of fiscal 1991-92 unrestricted income. He spoke again about the success of the Peter Drucker luncheon and about the strong feeling on the part of the corporate committee that this type of event should be continued. Trustee Robert Brown will host the next luncheon which will probably take place in March.

9. **Committee for Odyssey through the Orient:** Mrs. Sprincin reported that plans for the 1992 Odyssey through the Orient are underway. This event will be held at the San Francisco Hyatt Regency Hotel on Friday, March 27, 1992 and will have an Asian circus theme. Mrs. Sprincin commented that underwriting for the event is critically needed and thanked everyone for their support which made last year's event so successful.

10. **Asian Art Museum Foundation:** Mrs. Spiegel advised that three nominees would be presented for consideration at the Foundation meeting to follow, Pauline Lo Alker, Edwin L. Berkowitz. and Dr. Irving Philips.

11. **Reports from Affiliated Groups:**

Connoisseurs Council: Dr. Forrest Mortimer spoke about the upcoming annual meeting of the Council with a dinner at the Museum on December 11 and at which the Council is expecting to spend some $87,000 for new acquisitions for the Museum. Dr. Mortimer has been working closely with Mr. Becker trying to find ways that will produce general operating funds for the Museum.

The Fine Arts Museums: Mr. Goss remarked that the opening date of the Tanner show is Friday, December 13 and because of the tremendous community interest in this exhibition he felt it would benefit both museums. He agreed that as the planning proceeds, one of the greatest challenges will be the seismic proofing and renovation of the buildings. He noted that The Fine Arts Museums is in that process now at the Legion of Honor and offered his advice and experience if needed.

The Museum Society Auxiliary: Mrs. Nishkian advised that the Auxiliary's Bouquets to Art event would be held on March 10 through March 14, 1992 and expressed her appreciation for the cooperation extended by the Museum.

Society for Asian Art: Mrs. Handelman spoke about the November fund-raiser at Butterfield and Butterfield which netted $20,000 which will go into an investment fund for ultimate donation to the Museum for the new building. One of the objects donated by one of our members was an 18th century Chinese gilt bronze plaque of the Goddess of Dawn and arrangements were made with the donor and the Board of Directors to donate it to the Museum. The object is now in the Chinese collection.

Mrs. Handelman remarked that the board member who currently supervises the team of 1,000 volunteers will retire from the board and the board has voted to hire a volunteer coordinator. During the jewelry exhibition to which the Society has donated $25,000, Society volunteers will man a book kiosk in Gruhn Court and the proceeds will go toward the salary of the volunteer coordinator.

Mrs. Lowe expressed the Museum's appreciation for the constant support of the Society.

Other Business: Mrs. Lowe reminded those present to remain for a presentation on deferred giving by Mr. Hart Spiegel immediately after the close of the meeting.

Public Comment:

At this time, members of the public may address the Commission on items that are within the subject matter jurisdiction of the Asian Art Commission. Members of the public may address the Commission for up to three minutes. The Chairman may limit total testimony to thirty minutes. There was no public comment at this time.

Adjournment:

There being no further business to discuss, the meeting was adjourned at 2:00 P.M.